LATE ADD/DROP FORM
Office of the Registrar
(See Instructions on Back)

Use this form to add a course after second week of class or drop a course after eighth week of class.

PART 1: (To be completed by the student)

Print

Name: ___________________________________________________  ID #: ________ - ______ - ______

LAST                          (FIRST)                          (MI)

Term:  Fall ___ Spring ___ Summer ___  Session 1___  Session 2___  Session 3___

yr                       yr                                  yr

E-mail address: ________________________  Day Phone: _____________________________

Date: _______________

Print

Student Name: ___________________________________________________

PART 2

Late Add:

CRN#  ____ ____ ____ ____ ____       ___ ___ ___ ___    ___ ___ ___ ___     ___ ___

Subject number               section  credit hours

Course Name_________________________________________________________________________________

Signature of instructor (required for late add):_______________________________________________________________________

Print Instructor's Name:__________________________________________________________________Date: _____ /_____ /_____

PART 3

Late Drop:

CRN#  ____ ____ ____ ____ ____          ___ ___ ___ ___      ___ ___ ___ ___    ___ ___

Subject                   number               section  credit hours

Course Name_________________________________________________________________________________

Signature of instructor (required for late drop):_______________________________________________________________________

Print Instructor's Name:__________________________________________________________________Date: _____ /_____ /_____

PART 4:  Required authorization for all late drops or late adds:

UNDERGRADUATE STUDENTS:  Advising & Learning Assistance Center (Academy Hall, Rm 4226)

ALAC Staff Signature: ___________________________  Date: __________

GRADUATE STUDENTS:  Office of Graduate Education (1516 Peoples Ave)

Advisor Signature: ___________________________  Date: __________

Graduate Program Director Signature: ___________________________  Date: __________

Dean of Graduate Education: ___________________________  Date: __________

ALL INTERNATIONAL STUDENTS:  ISSS Office (Academy Hall, Rm 4226)

ISSS Office Signature (required for late drops only): ___________________________  Date: __________

08/2018

**CRN# IS 5 DIGIT NUMBER IN LEFT COLUMN OF CLASS HOUR SCHEDULE**
INSTRUCTIONS

GENERAL INFORMATION:
- You have 2 weeks to add courses and 8 weeks to drop courses.
- After these add/drop periods, this form is used to add or drop courses.
- Students who receive approval to drop a course after the eighth week of classes will receive a grade of “W” in the course.
- Additional requirements are listed below.

UNDERGRADUATE STUDENTS:
- The signature of the course instructor is required for all LATE ADDS.
- An instructor signature is NOT required for a LATE DROP.
- INTERNATIONAL STUDENTS - ISSS Office signature is required for ALL LATE DROPS.

GRADUATE STUDENTS:

All Late Add/Drops:
- Include New Plan of Study (if applicable).
- Instructor (for courses) should send a note to the Office of Graduate Education to verify the student’s attendance and that he/she is making satisfactory academic progress.
- INTERNATIONAL STUDENTS - ISSS Office signature is required for ALL LATE DROPS.

In addition to the Above:

For Late Independent Study submissions
- Both the Late Add/Drop form and the Graduate Independent Study form are required.

For Late Thesis/Project/Dissertation submissions
- Both the Late Add/Drop form and the Thesis/Project Dissertation Registration Form are required.
- Advisor and Graduate Program Director should include a note outlining the reasons for submitting at this late date and a brief description of research and academic progress to date.