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)  Date: ________________
Print Name: ___________________________  Student ID #: __________-________-________
(LAST) (FIRST) (MI)
Term: Fall ___ Spring ___ Summer ___ Session 1 ___ Session 2 ___ Session 3 ___
yr  yr  yr
E-mail address: ________________________  Day
Phone: ________________________________

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

PART 2
Late Add:  CRN# _________________ __  subject __________ course # __________ section __________ credit hours
Course Name __________________________
Signature of instructor (required for late add): ______________________________  Date: __________/_____/______
Print Instructor's Name: ____________________________________________________________  Date: __________/_____/______

Late Add:  CRN# _________________ __  subject __________ course # __________ section __________ credit hours
Course Name __________________________
Signature of instructor (required for late add): ______________________________  Date: __________/_____/______
Print Instructor's Name: ____________________________________________________________  Date: __________/_____/______

PART 3
Late Drop:  CRN# _________________ __  subject __________ course # __________ section __________ credit hours
Course Name __________________________

Late Drop:  CRN# _________________ __  subject __________ course # __________ section __________ credit hours
Course Name __________________________

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

UNDERGRADUATE STUDENTS:

ALAC Staff Signature: ___________________________  Date: __________

International Students
ISSS Office Signature (required for late drops below 12 credits): ______________________  Date: __________

GRADUATE STUDENTS:

Advisor Signature: ___________________________  Date: __________
Graduate Program Director Signature: ___________________________  Date: __________
Dean of Graduate Education: ___________________________  Date: __________

International Students
ISSS Office Signature (required for late drops below 9 credits): ______________________  Date: __________
INSTRUCTIONS

GENERAL INFORMATION:
- You have 2 weeks to add courses and 8 weeks to drop courses on SIS.
- After these add/drop periods, this form is used to add or drop courses (with extenuating circumstances) at the discretion of the Advising & Learning Assistance Center and Academic Standing Committee. Submission of paperwork is NOT a guarantee of approval.
- 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: Advising & Learning Assistance Center (Academy Hall, Suite 4226)
- 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 (1528 15th Street) signature is required for LATE DROPS IF FALLING BELOW 12 CREDITS.

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

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 (1528 15th Street) signature is required for LATE DROPS IF FALLING BELOW 9 CREDITS.

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.

04/2019