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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

Student

Name: _____ 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): _____

Print Instructor's Name: _____ Date: ____ / ____ / ____

Late Add: CRN# _____ subject _____ course # _____ section _____ credit hours _____

Course Name _____

Signature of instructor (required for late add): _____

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.
- 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: 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 (Academy Hall, Suite 4226) 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 (Academy Hall, Suite 4226) 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.