

3

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 #: _____ - _____ - _____

Term: Fall _____ (LAST) Spring _____ (FIRST) Summer _____ (MI) 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 number section credit hours
[Example: 8 0 2 2 9 C S C I 1 1 0 0 0 1 1]

Course Name _____

Signature of instructor (required for late add): _____

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

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 _____

Late Drop: CRN# _____ Subject number section credit hours

Course Name: _____

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:

Advisor Signature: _____ Date: _____

Graduate Program Director Signature: _____ Date: _____

Dean of Graduate Education: _____ Date: _____

(1516 Peoples Ave)

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.

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.

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.