

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\_\_

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 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 15<sup>th</sup> 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 15<sup>th</sup> 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.