



Drop/Add Form

Semester: ___ fall ___ spring ___ summer I ___ summer II

Year: _____

Student's full name (Please PRINT):

_____ Student Banner ID: 9 0 0 _____

First Name

Full Middle Name

Last Name

Phone Number: _____

This is a petition to:

_____ **ADD**

Use this form to add courses after day 5 of the fall/spring semester (day 2 summer term) or to add a course that needs a permit or override.

_____ **DROP**

Drops can be completed through the student's AppalNet account.

Use this form ONLY after day 5 of a fall/spring semester (day 2 summer term) when dropping a linked course (dropping a lab or lecture only) OR when switching sections due to an administrative adjustment OR when switching levels of the same discipline (dropping FL 1050 to add FL 1040).

FOR LATE DROPS (after week 9) OR EXTRA DROPS USE THE REQUEST FOR EXCEPTION TO DROP POLICY FORM.

_____ Call/CRN Number

_____ Course Department*

_____ 4-digit Course Number

_____ Section Number

*course must be in department from Arts & Sciences

Extenuating reason for drop or add:

Signatures must be obtained in the order listed:

1. _____
Student Date

This form must be submitted to the Dean's Office within TWO business days of obtaining the department chair's signature

2. _____
Instructor Date

If adding a student to your course, has the student attended all semester? _____ If not, what is the first date of attendance? _____

3. _____
Department Chairperson Date

If the chairperson approves a late add request after scheduled classes have met for two weeks (day 4 summer term), the Chair must comment to the Dean's Office in writing (or by email) the reasons for considering the request due to exceptional circumstances.

4. _____
Dean (or designee) 100 I.G. Greer Hall Date

Dean's Office Use Only

_____ **DC Drop Counts** Drop is to be counted as a Career Drop

_____ **DR Drop Replacement** Course w/same # hours will be added

_____ **DH Drop Hours Change** Course w/different # hours will be added