Late – Drop/Add Form

College of Fine & Applied Arts
APPALACHIAN STATE UNIVERSITY

Semester: Fall   Spring   Summer 1   Summer 2   **Year**

Student's **full** name (Please PRINT):

_____   Student Banner ID: _____

Last Name,   First Name   Middle 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 ART 2030 to add ART 2130).

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 the College of Fine & Applied Arts

Extenuating reason for drop or add:

_____

Signatures must be obtained in the order listed:

1) _____   _____
   Student – Signature   Date
   This form must be submitted to the Dean's Office within TWO business days of obtaining department chair's signature.

2) _____   _____   _____
   Instructor – Please Print   Instructor – Signature   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 – Please Print   Department Chairperson – Signature   Date
   If the chairperson approves a late add request after the 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/Associate Dean (or designee)   Date

   Completed forms should be submitted electronically via the Student Forms Submission link on the College of Fine and Applied Arts website.

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