



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

Forms should be submitted electronically via the [Student Forms Submission](#) link on the College of Fine and Applied Arts website. Instructor, chairperson, and dean's signatures will be requested by the dean's after the form has been submitted.

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