Late – Drop/Add Form

College of Fine & Applied Arts
APPALACHIAN STATE UNIVERSITY

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 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 department from Fine & Applied Arts

Extenuating reason for drop or add:

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Signatures must be obtained in the order listed:

1. __________________________________________ Date
   Student
   This form must be submitted to the Dean’s Office within TWO business days of obtaining the department chair’s signature

2. __________________________________________ Date
   Instructor
   If adding a student to your course, has the student attended all semester? _______ If not, what is the first date of attendance? __________

3. __________________________________________ Date
   Department Chairperson
   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. __________________________________________ Date
   Dean (or designee) 220 Edwin Duncan Hall

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