Late – Drop/Add Form

Semester: Fall				College	of Fine &	c Appli	ed Art	S	
tudent's full name (Please PRINT): Student Banner ID: First Name Full Middle Name Last Name Phone Number: 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 AppaNet 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 AT 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 *course must be in the college of Fine & Applied Arts xtenuating reason for drop or add: Signatures must be obtained in the order listed: Signatures must be obtained in the order listed: Student – Signature Instructor – Please Print Instructor – Signature Date If adding a student to your course, has the student attended all semester? Department Chairperson – Please Print Department Chairperson – Signature Dete This form ead add request farer the scheduled classes have not for two waeks (day 4 summer term), the Chair must comm the Dean's Office use for the scheduled classes have must for two waeks (day 4 summer term), the Chair must comm the Dean's Office use only Department Chairperson – Please Print Department Chairperson – Signature Date If the chairperson approves a lated request farer the scheduled classes have must for two waeks (day 4 summer term), the Chair must comm the Dean's Office use only Department Chairperson – Please Print Department Chairperson – Signature Date If the chairperson – Please Print Department Chairperson – Signature Date If the chairperson – Please Print Department Chairperson – Signature Date If the chairperson – Please Print Department Chairperson – Signature Date If the chairperson – Please Print Department Chairperson – Signat					APPALACHIAN STATE	UNIVERSITY			
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