University College 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.

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

_____   _____   _____   _____

Call/CRN Number   Course Department*****   4-digit Course Number   Section Number
*course must be in University College

Extenuating Circumstances

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 (or designee)   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)   DD Dougherty 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