



# 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 (dropping FL 1050 to add FL 1040).

**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 Arts & Sciences

Extenuating reason for drop or add:

\_\_\_\_\_  
\_\_\_\_\_

**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 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) 100 I.G. Greer 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