

Once form is completed, please attach it to an email and send forward for signatures.

Late Drop/Add Form

Semester: ___ Fall ___ Spring ___ Summer 1 ___ Summer 2 Year: _____

Student's Full Name _____
Last First Middle

BannerID _____ Student Email _____@appstate.edu

Student's Cell Phone _____

This petition is to:

_____ ADD Use this form to add courses after day 5 of the fall/spring semester (day 2 of summer term or half semester courses) OR to add a course that needs a permit or overrides

_____ DROP Drops can be completed through the student's AppalNet account.
 Use this form ONLY after day 5 of the fall/spring semester (day 2 of summer term or half semester courses) 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)

_____ _____ _____ _____
 CRN Number Course Department 4-digit Course Number Section Number

Extenuating reason for drop or add:

Signatures must be obtained in the order listed:

1. _____
 Student Date

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

4. _____
 Executive Director of Advising and Academic Support, Date
 Beaver College of Health Sciences
 101-A Leon Levine Hall of Health Sciences