



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. **Special Course forms should be used for Selected Topics courses, and individual and indendent studies.**

\_\_\_\_\_ 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)

**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. \_\_\_\_\_  
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

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 Graduate Dean's Office in writing (or by email) the reasons for considering the request due to exceptional circumstances.

4. \_\_\_\_\_  
Graduate Dean (or designee) Date

For internal use only:  
\_\_\_\_\_  
\_\_\_\_\_