

# Drop/Add Form



Semester:  fall  spring  summer I  summer II Year: \_\_\_\_\_

Student's **full** name (Please PRINT):

Student Banner ID: \_\_\_\_\_

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 Business

Extenuating reason for drop or add:

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**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. \_\_\_\_\_  
COB Undergraduate Advising Center \_\_\_\_\_ 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