



# Drop/Add Form

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

Year: \_\_\_\_\_

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

\_\_\_\_\_  
First Name                      Full Middle Name                      Last Name                      Student Banner ID: \_\_\_\_\_  
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:

**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