Reich College of Education 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 College of Education**

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) RCOE Building 405 I 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