

School of Management Undergraduate Late Add/Drop Petition

Name: _____

B#: _____

Address: _____

Instructions

Use this petition to request an add or drop after the published deadlines.

Fill out the Add or Drop box as appropriate, clearly stating the reasons for the request

Obtain the instructor's signature.

Submit the petition to SOM Advising, Academic A 142, for review and action.

Return for results and, if approved, take the petition to Student Accounts to pay the late processing fee.

Take the petition to the Registrar's Office to have the course officially added or dropped. Petitions submitted to the Registrar more than two weeks after SOM approval will not be accepted.

You must follow up on your petition. Petitions are not forwarded from the Advising Office!

Late Add

Course: _____ Sem & Year: _____
 Section CRN: _____ Credit Hours: _____
 Grading Option: Normal ___ P/F ___ Audit ___
 Date I began attending: _____

Additional Information:

Instructor signature: _____ Date: _____
 Student signature: _____ Date: _____

Late Drop

Course: _____ Sem & Year: _____
 Section CRN: _____ Credit Hours: _____

Please Check one:

I never attended this course
 I stopped attending on _____

Extraordinary circumstances led me to make this request. They are:

Medical (attach documentation) Other (explain below)

Instructor signature: _____ Date: _____
 Student signature: _____ Date: _____

SOM Advising Office Action:

Comments:

Approved
 Add course
 Drop course/Delete
 Drop course/ Award "W"
 Denied

Signature: _____

Date: _____

Student Accounts #

S.I.R.R. Processing Date:

Student dropped last course?
 yes