College of Engineering
Late Add/Late Drop Request Form

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ___________________________

10 Digit Campus ID Number: ___________________________ Major: ___________________________

Term Applying for Late Add/Late Drop: ___________________________ Email Address: ___________________________

<table>
<thead>
<tr>
<th>Course (Department and No.)</th>
<th>Class Number (5 digits)</th>
<th>Section Numbers (Discussion and/or Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Add</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Drop</td>
<td></td>
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</tbody>
</table>

Why wasn’t this late request completed by the appropriate deadline? Detailed and appropriate reasons (dissatisfaction with a grade in a course after the drop deadline is NOT an appropriate reason) must be provided.

International Student Status:  □ Yes, I am an international student.  □ No, I am not an international student.

*International students must attach a copy of the approval received by International Student Services to this request.*

**PLEASE COLLECT THE APPROPRIATE SIGNATURES IN THE ORDER SHOWN BELOW:**

1. Student Signature: __________________________________________ Date: ______________________

2. Instructor Name: __________________________________________
   Instructor Signature: ______________________________________ Date: ______________________

   Student Services Rep. Signature: __________________________ Date: ______________________

   Part-time Permission Request (to be filled out by student services rep.):
   □ I recommend granting this student part-time permission.

   Comments: __________________________________________________
   __________________________________________________

4. Dean Approval: __________________________________________ Date: ______________________
   (Student services representatives will forward approved requests to the Dean directly)

*Last Updated: January 10, 2011*