APPLICATION FOR LATE CHANGE IN COURSE REGISTRATION

Please Note: Late requests are reviewed by the Committee on Academic Standing. Extenuating circumstances must be serious and be clearly stated in your application.

TERM: _____ 20___ Student Name and Degree Year_____

PHONE: _____ EMAIL:_____

ADD:_____
Course Number Section Title Instructor (Print)

_____ I have been attending this course since the beginning of the term.

_____ I began attending this course on _____.
(Date)

DROP:_____
Course Number Section Title Instructor (Print)

_____ I have never attended this course

_____ I stopped attending this course on _____(Date)

REASON FOR LATE REQUEST (Why is this late?):

_____
Student Signature Date

SIGNATURES OF SUPPPORT ARE REQUIRED:

_____
Instructor of Added Course Date

_____
Instructor of Dropped Course Date

_____
Faculty Advisor Date

Notification of CAS Decision: Your schedule will be updated if your request is approved. Be sure to check your schedule to verify any changes. If your request is denied, an email from the Office of the Registrar will be sent to you. Please provide your email address for email notification.

COMMITTEE ON ACADEMIC STANDING

DATE:_____ APPROVED:_____ MINUTES _____
UPDATE _____ DENIED:_____ NOTIFIED STUDENT _____