



# 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

Middle Name

Last Name

**This is a petition to**

\_\_\_\_\_ **ADD**

\_\_\_\_\_ **DROP**

\_\_\_\_\_

Call Number

Course Department

4-digit Course Number

Section Number

Extenuating reason for drop or add:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures must be obtained in the order listed:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Department Chairperson Date

\_\_\_\_\_  
Dean (or designee) 100 I.G. Greer Hall Date

NOTE TO STUDENT: Please take this form to the Dean's Office, 100 I.G. Greer Hall, within two days of obtaining the department chair's signature.

**The completed form must be taken to the Registrar's Office, room 109 J.E. Thomas Hall.**

Dean's Office Use Only

\_\_\_\_\_ Drop is to be counted as one of the four allotted drops.

\_\_\_\_\_ Drop is NOT to be counted as one of the four allotted drops.