Undergraduate Late Course Add/Withdrawal Form Instructions

Appalachian STATE UNIVERSITY

- **Late Add:** This form is to be used to add courses only after the drop/add period, which can vary by course type. Please review the Academic Calendar for the drop/add period that applies to the course you wish to add. Flight Path students should connect with their Success Coach. The later the course add request, the less likely it may be approved.
- **Late Withdrawal:** Most course withdrawals can be completed by the student through AppalNet Self Service. This form is to be used to withdraw from courses only after the drop/add period, which can vary by course type. Please review the Academic Calendar for the drop/add period that applies to the course you wish to withdraw from. Flight Path students should connect with their Success Coach. This form is typically only used to withdraw from courses that are linked (lab or lecture only) OR when switching sections due to administrative adjustment OR when switching levels of the same discipline.
- This form cannot be used to drop your ONLY course or your entire schedule; please review the Registrar Withdrawal Policies.
- After the last day to withdraw from a class and use withdrawal credits, you can only use the Request for Course Withdrawal Policy Exception form or the Medical Withdrawal and Class Load Reduction Process, which is for exceptions due to your personal health.

1. Student Information- Complete all information at the top of the form
Enter your full name, Banner ID, phone number, semester, and year. Everything on this form must be fully completed in order to be considered. Incomplete forms will be returned.

2. Course Information
Include:

- CRN (e.g., 12345)
- Department (e.g., ACC)
- Course Number (e.g., 2100)
- Section (e.g., 101)

3. Reason for Late Add or Withdrawal
You must provide a **clear explanation** of the legitimate and extenuating circumstance that prevented you from adding or withdrawing from the course during the normal registration period. Requests may be denied for various reasons including missed deadline/forgot, did not check dates, changed mind, preference change, convenience switch, or poor planning.

4. Approvals

Student: Attach these instructions and the completed form to a single email via your App State account and include all of the following people in that message: the instructor of the course(s), the Department Chair of the course, and the College Email Contact (Dean/Designee) of the course from the table below.

- Typing your name on the form will serve as your signature.

Instructor: Please “reply all” to the email and indicate either your approval or denial of request. If you approve, please include the answers to these two questions:

- If adding a student to your course, has the student participated all term?
- If not, what is the first date of participation?

Department Chairperson: Please “reply all” to the email and indicate either your approval or denial of request.

Dean/Designee: Please “reply all” to the email and indicate either your approval or denial of request. If you approve, please sign and send the form to the Registrar’s Office.

College Email Contacts:

Beaver College of Health Sciences	bchsforms@appstate.edu
College of Arts and Sciences	casshforms@appstate.edu
College of Fine and Applied Arts	cfaastudentrecords@appstate.edu
Reich College of Education	rcoestudentrecords@appstate.edu
University College	ucadvisingforms@appstate.edu
Walker College of Business	cobadvising@appstate.edu

Appalachian STATE UNIVERSITY

Undergraduate Late Course Add/Withdrawal Form

Please read instructions on page 1 before filling out the form.

Term: ☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 Year: _____

_____

Last Name First Name Middle Name (optional)

Student Banner ID: _____ Phone Number: _____ Email: _____

Choose one: ☐ Add ☐ Withdrawal

_____	_____	_____	_____
CRN	Course Prefix	Course Number	Section Number

Choose one: ☐ Add ☐ Withdrawal

_____	_____	_____	_____
CRN	Course Prefix	Course Number	Section Number

Extenuating circumstances for late course add or withdrawal:

This request requires approval from the Instructor, Department Chairperson, and College Dean/ Designee. Please read the instructions on page 1 for the approval process steps.

_____

Student Name Date

_____ _____

College Dean/Designee Typed Name College Dean/Designee Signature Date

If digitally signed, typed name not necessary

Note Section for Dean's Office Use Only: