

Late Add/Withdrawal Form Instructions

- **Late Add:** This form is to be used to add courses ONLY after day 5 of the fall/spring semester (day 2 of a summer term) and no later than the UNC “Census” date of the term.
- **Late Withdrawal:** Most course withdrawals can be completed by the student through AppalNet Self-Service. This form is to be used to withdrawal from courses ONLY after day 5 of a fall/spring semester (day 2 of summer term) when withdrawing from a linked course (lab or lecture only) OR when switching sections due to an administrative adjustment, OR when switching levels of the same discipline.
- 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.

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.

Late 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 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 Date

Note Section for Dean's Office Use Only: