

# Add/Drop Appeal

The appeal process allows students, who have experienced extraordinary circumstances impacting their ability to add or drop a course by the original deadline, to request a change to their registration. You must submit this appeal within 1-week of the original [add/drop deadline](#). Before submitting this form, you must review this important information about [Extraordinary Circumstances](#) to determine if you are eligible to file an appeal, and if applicable, the section on [Dropping a Course](#) to understand the impact on your academic and financial records.

**To Add a Course:** If eligible, students submit the completed form to the department chairperson. If approved, the department chairperson enters Banner permission and forwards the form to the academic Dean's Office for review.

**To Drop a Course:** If eligible, students submit the form directly to the [College or School Dean's Office](#) for review.

If approved, you will be notified by campus email from the Registrar's Office.

## STUDENT INFORMATION

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Campus Email: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Extraordinary Circumstance: \_\_\_\_\_

## COURSE INFORMATION

Course 1(Subject-Course-Section #)	_____	Choice:	Add	Drop
Course 2(Subject-Course-Section #)	_____	Choice:	Add	Drop
Course 3(Subject-Course-Section #)	_____	Choice:	Add	Drop
Course 4(Subject-Course-Section #)	_____	Choice:	Add	Drop
Course 5(Subject-Course-Section #)	_____	Choice:	Add	Drop

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Click the signature box above to sign digitally or you may submit the form from your campus email without a signature.*

**Dean's Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_