LATE ADD/DROP COURSE REQUEST FORM  
LATE CHANGE GRADE TYPE FORM  
Spring 2015 – Deadline to Submit Completed Form to Registrar: February 20, 2015

To request to drop or add a course after the University’s Course Selection Period has ended, please fill out the following information, obtain the instructor and your Department Chair approval signatures, and return to the Office of Student Services (110 Meyerson Hall). Please see the full policy on the back of this form.

Student Information *(please print clearly)*

<table>
<thead>
<tr>
<th>Date:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>PennID:</td>
</tr>
<tr>
<td>Program(s):</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
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</tbody>
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Course Code: ______-____-____ (ex: ARCH-501-001)  □ Add  □ Drop

Change Grade Type to:  □ Pass/Fail  □ Audit  □ Normal Grading

Reason for Late Add/Drop Request:  *Please explain below:*

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature  Date

Approvals:

Instructor Signature  Date

Department Chair Signature  Date

Registrar Signature  Date
**Course Selection: Adding and Dropping Courses**

Students utilize PennInTouch to add, drop or change a course or section. Changes in a student’s course registration are permitted only during the established registration add/drop periods (reference the PennDesign Academic Calendar at [http://www.design.upenn.edu/current-students/penndesign-2013-2014-academic-calendar](http://www.design.upenn.edu/current-students/penndesign-2013-2014-academic-calendar) for specific add/drop deadlines).

Only in special circumstances will a student be allowed to make changes to their registration after the add/drop period has ended. To do so, the student must submit a completed and approved Late Add/Drop Request form. Forms are available online and in 110 Meyerson Hall. All requests will be reviewed by the PennDesign Office of Student Services. If approved, the request will be processed and the student’s bill will be adjusted, if applicable. The student will receive confirmation by e-mail.

**Note:** After the 5th week of classes, courses may not be dropped. Student may petition to withdraw from a course up until the 10th week of the semester by completing a course withdrawal form.