



**LATE ADD COURSE REQUEST FORM  
CHANGE GRADE TYPE FORM**

**Spring 2023 – Deadline to Submit Completed Form to Registrar: Tuesday, February 20, 2023**

To request to add a course after the Course Selection Period has ended, please fill out the following form, obtain approval signatures from the course instructor and your Department Chair and return to the Student Services (110 Meyerson Hall).

**Student Information (please print clearly)**

<b>Date:</b>	<b>Term:</b>
<b>Full Name:</b>	<b>PennID:</b>
<b>Program(s):</b>	
<b>Email Address:</b>	
<b>Course Code:</b> ____ - ____ - ____ (ex: ARCH-5010-001) <input type="checkbox"/> <b>Add</b> <input type="checkbox"/> <b>Grade Change Only</b>	
<b>Change Grade Type to:</b> <input type="checkbox"/> <b>Pass/Fail*</b> <input type="checkbox"/> <b>Audit*</b> <input type="checkbox"/> <b>Normal Grading</b>	
<b>Reason for Late Add Request or Grade Change:</b> <i>Please explain below:</i>	

\*Pass/Fail and Audit are options **only** for courses that are not counting towards the total credits or requirements needed for the degree. Any course counting towards the degree must be taken for a letter grade, with the exception of MFA students, who are automatically graded Pass/Fail.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

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

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Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_