LATE ADD/DROP COURSE REQUEST FORM
LATE CHANGE GRADE TYPE FORM

Fall 2021 – Deadline to Submit Completed Form to Registrar: October 11, 2021
Spring 2022 – Deadline to Submit Completed Form to Registrar: February 21, 2022

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)*

Date:	**Term:**
Full Name:	**PennID:**
Program(s):	
Email Address:	
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 or email approval   Date

_____
Department Chair or Program Director signature or email approval   Date

_____
Registrar Signature   Date

Weitzman School of Design Student Handbook: 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 Weitzman School of Design Academic Calendar for specific add/drop deadlines).

Students must register for all parts of any "multi-part" course, including labs, recitations and studio. If a student does not sign up for all parts of a multi-part course, the registration system will drop the student from the entire course.

Students that receive a permit from a department to register for a course are NOT registered. The permit must be claimed by the student in PennInTouch to officially register for the course.

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 Weitzman School of Design 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.

Students wishing to drop a course after the end of the course selection and drop period must request to withdraw from the course. After the 5th week of classes, courses may not be dropped. Students may petition to withdraw from the course up until the final day of the classes by completing a course withdrawal form. The course withdrawal form is available online and in 110 Meyerson Hall. The form must be completed by the student and approved by the course instructor and the student's department chair. If approved, the registration for the course remains on the record and the notation of "W" is placed as a permanent entry in the grade section of the student's transcript. The "W" does not affect the student's grade point average. There is no refund for course withdraws.

After the last day of classes, withdrawals are not permitted. Students who have a serious and compelling extenuating circumstance may submit a written petition to the Weitzman School of Design Office of Student Services to grant a late withdrawal for a course. Students petitioning for an exception must obtain support from the course instructor and their department chair.

Changes in a student's registration may affect financial aid, billing and academic standing. Students are strongly encouraged to review the tuition refund policies, meet with Student Financial Services and consult the Office of Student Services before withdrawing from a course.

Withdraw (W) grades do not count towards international students full-time status requirements. International students are strongly encouraged to consult International Student and Scholar Services before completing paperwork to withdraw from a course.

Mission Statement: Weitzman School of Design prepares students to address complex sociocultural and environmental issues through thoughtful inquiry, creative expression, and innovation. As a diverse community of scholars and practitioners, we are committed to advancing the public good—both locally and globally—through art, design, planning, and preservation.

Stuart Weitzman School of Design, Office of Student Services, Location: 110 Meyerson Hall
Email: des-studentservices@design.upenn.edu , Phone: 215-898-6210
Revised: July 2021