



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

Fall 2022 – Deadline to Submit Completed Form to Registrar: October 10, 2022
Spring 2023 – Deadline to Submit Completed Form to Registrar: TBA

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 at des-studentservices@design.upenn.edu.

Student Information (please print clearly)

Form with fields: Date, Term, Full Name, PennID, Program(s), Email Address, Course Code, Change Grade Type to, Reason for Late Add/Drop Request.

Student Signature Date

Approvals:

Instructor Signature or email approval Date

Department Chair or Program Director signature or email approval Date

Registrar Signature Date