

LATE COURSE REGISTRATION REQUEST FORM

It is extremely rare for course registration to be approved after the course selection period has ended. In extenuating circumstances, late registration may be permitted. To request late registration, fill out all parts of this form, obtain approval signatures from the course instructor and your Department Chair and return to the Student Services at desstudentservices@design.upenn.edu.

Student Information (please print clearly)

Date: Term:		
Full Name: PennID:		
Program(s):		
Email Address:		
Course Code: (ex: ARCH-5010-001)		
Change Grade Type to: 🗆 Pass/Fail* 🗆 Audit* 🗆 Normal Grading		
Reason for Late Add Request: Please explain below:		
Do you intend to drop another course to add this one? No Yes (list course details below)		
Proposed Drop Course Code: (ex: ARCH-5010-001)		

*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.

Student Signature	Date
Approvals:	
Instructor Signature	Date
Program Director Signature	Date
Stuart Weitzman School of Design, Office of Student Service Email: <u>des-studentservices@design.upenn.edu</u> , P	· · · · · · · · · · · · · · · · · · ·