

Late Add/Drop Appeal

Students may add or drop courses online through their student web account through the end of the designated add/drop period for the given term, which will also determine students' status for the semester as either full-time or part-time. For specific dates please refer to the [Registrar's Calendar](#) on the website. This policy does not apply to students who are dropping all of their courses in a semester. If dropping all courses in a semester, please refer instead to the [Withdrawal from the University](#) or [Leave of Absence](#) policies.

A dropped course will not hold an academic penalty nor appear on the final transcript. Students charges will be adjusted based on their revised full-time or part-time enrollment status, after added or dropped courses are considered, and according to the published [tuition and fee rates](#) for the term. Financial Aid recipients should contact the [Office of Financial Aid & Scholarships](#), as the dropped course may reduce your financial aid award, which could result in you owing funds to the University and/or government.

Late add/drops will be considered by the academic Dean's Office in which the course resides for one-week following the add/drop period, under documented extenuating circumstances, or due to qualified military service leave. **To add a course late, students must first receive permission from the Department Chair in Banner**, and then may file this Add/Drop Appeal with the academic Dean's Office for final approval. To drop a course late, students may also file this Add/Drop Appeal, but are not required to seek approval from the Department Chair. Students enrollment status will be adjusted as either full-time or part-time based on any late add/drop approvals granted.

Student ID: _____

Name: _____

Phone: _____

SCSU Email: _____

Program Level: Undergraduate Graduate

Extenuating Circumstance
to Request Late Add/Drop: _____

Semester/Year: Fall _____ Spring _____ Summer _____ Winter _____

Subject: _____	Course #: _____	Section: _____	Add	Drop
Subject: _____	Course #: _____	Section: _____	Add	Drop
Subject: _____	Course #: _____	Section: _____	Add	Drop
Subject: _____	Course #: _____	Section: _____	Add	Drop
Subject: _____	Course #: _____	Section: _____	Add	Drop

Student Signature: _____ **Date:** _____

Dean's Office Signature: _____ **Date:** _____

Registrar's Office Use Only

Processed By: _____ Received Date: _____