

LATE DROP/ADD REQUEST

SLIPPERY ROCK UNIVERSITY
 Office of Academic Records & Registration
 Old Main, Suite 107
academic.records@sru.edu
 724.738.2010

Instructions:

- This form is only for use **after** the drop/add deadline. The student should complete all other drop/add requests on MySRU.
- During the fall and spring semesters, students are not permitted to drop [The Rock courses](#) once they begin.
- This form cannot be used after the instructor has recorded a grade for the course. The instructor must use the Grade Change form to request to drop a student from a course after a grade is recorded.
- **Late Drop/Add Requests will not be accepted unless there are extenuating circumstances beyond the student's control.** The instructor and dean are under no obligation to approve a Late Drop/Add Request.
- Veterans and International Students **must** receive the appropriate office signature to **drop** any course.
- Students should contact the following areas to determine the effect of adding/dropping courses: Financial Aid, Athletics, Student Accounts, academic advisor, and/or the Office of Academic Records & Registration.
- Submit completed form, with required signatures, to the Office of Academic Records & Registration.

Term for Drop/Add (select one): Fall Spring Summer Winter Year: 20 _____

Student: Provide a detailed explanation of extenuating circumstances beyond your control:

Course to Drop: _____
 CRN Course Subject Course Number Section Number Title

Instructor Name _____ Instructor Signature (Required if dropping.) _____ Date _____ Last Date of Attendance*: _____
***REQUIRED: Instructor must provide date.**

Course to Add: _____
 CRN Course Subject Course Number Section Number Title

Instructor Name _____ Instructor Signature (Required if adding.) _____ Date _____

Overrides Granted by Instructor: _____ Seating Capacity _____ Pre/Co-Requisite _____ Student Attribute _____ Class Level _____
(Instructor must initial.) _____ Dept. Restriction _____ Major/Minor _____ Special Permission _____ Degree _____

Student Signature: _____ Date: _____

Are you a Veteran or International Student? Yes No If yes, signature required: _____
 Veteran or Global Engagement Advisor _____ Date _____

REQUIRED Dean/Asst. to Dean of Course:

Dean/Asst. to Dean Name _____ Dean/Asst. to Dean Signature _____ Date _____