

Retroactive Add/Drop Petition - Prior Semester

Carnegie Mellon

Enrollment Services - The HUB
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 Pittsburgh, PA 15213-3890
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ID Number _____

Name _____
Last First Middle

College _____

Indicate the semester for which you are submitting this petition: **FALL** **SPRING** **SUMMER - ALL** **SUMMER - 1** **SUMMER - 2** Year _____
Circle One

Action Requested	Course Number	Semester/Year	Units	Section	Instructor's Signature (Required for Add)	Dean/School Permission
<input type="checkbox"/> Add <input type="checkbox"/> Drop		/				
<input type="checkbox"/> Add <input type="checkbox"/> Drop		/				

By submitting this petition, I am hereby requesting permission to add/drop a course, switch section or change units for a course after the last day of classes of the semester listed above. I understand that I may check Student Information On-Line to see if the appropriate schedule changes have been made.

I have read and understand the following requirements:

Student Explanation of Request (please type or print legibly):

Signature: _____ Date: _____

Advisor Comments:

 Signature: _____ Date: _____

Office of International Education Comments:

 Signature: _____ Date: _____

Associate Dean/Head of School/Department Head Comments:

Indicate whether a W grade should be assigned

 Signature: _____ Date: _____

Permissions Required:

- Undergraduate students who add a course or switch a section after the established add period are required to obtain the permission of their home Dean's Office or the Head of their School.
- If adding a course would result in a schedule over load, the signature of the student's advisor is also required if requested by Associate Dean/Department Head.
- Graduate students must have the permission of their department.
- International students who wish to drop below full-time should consult the Office of International Education.

Full-time undergraduate status requires that a student be enrolled for 36 or more units. Full-time graduate student status is determined by the policy of the department.

Dropping below full-time may affect your financial aid eligibility, loan repayment status and Visa Status.

Dropping a course(s) is not the equivalent of leaving the university temporarily (leave of absence) or permanently (withdrawal). A student wishing to remove him/herself from the university is required to submit a Leave of Absence or Withdrawal Form.

If I receive permission to add a course, it is my responsibility to request that my instructor submit a Change of Grade/Missing Grade Form.

Initials: _____