Carnegie Mellon University University Registrar's Office

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Retroactive Add/Drop Petition Prior Semester

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 below. I understand that I may check Student Information Online (SIO) to see if the appropriate schedule changes have been made.

I have read and understand the following requirements:

Permissions Required

SAO Director:

- Undergraduate students who add a course or switch a section after the established add period are required to obtain permission of their home Dean's Office or the Head of their School.
- If adding a course would result in a schedule overload, 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.
- If permission is granted to add a course, it is the student's responsibility to have the instructor sign and submit the missing grade via this form.
- Adding a course retroactively may result in additional tuition assessment.

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. Please check with The HUB prior to dropping the course.

Dropping a course 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 (located on The HUB website).

International students who wish to drop below full time should consult the Office of International Education.

STUDENT INFORM	MATION							
Student Andrew ID:								
Student Name:					Class:			
Semester (check one):								
Course #	Section	Units	Action Requested	Instructor's Signature (Required for Add Only)	Final Grade for Add Only		
			Add Drop					
			Add Drop					
Student Explanation of Request:								
Student Signature:					Date:			
SIGNATURES & COMMENTS								

Student Explanation of Request:		
Student Signature:		Date:
SIGNATURES & COMMENTS Advisor Comments:		
Advisor:		
Assoc. Dean/Head of School/Dept. Head: Print/Type Name		
University Registrar's Office Use Only Processed by:	Date:	
Student Account Review for Prior-Term Adjustment		

Tuition Adjustment (if any):

Date: