

**Petition to Add and/or Withdraw from a Course
After the Add/Drop Deadlines**

Petition will not be processed if it is missing information or signatures.

Please note GSAS students must register for a minimum of 4 courses.

ADD _____
Course Name & Number Catalog Number Term Year

WITHDRAW _____
Course Name & Number Catalog Number Term Year

Name: Mr./Mrs./Ms. _____
(Please print clearly) First Last

Department _____ ID Number _____ Year in School _____

Why did you miss the add/drop deadline? (REQUIRED)

Student Signature _____ Date _____

Address _____
(Please print clearly) Street City/State/Zip

Telephone _____ E-mail _____

DGS Signature _____ Date _____
(Director of Graduate Studies in student's department)

PRINT Director of Graduate Studies name _____

Instructor's Signature (ADD) _____ Date _____
(Must be course head not TA or TF)

PRINT Instructor's name (ADD) _____

Assistant Dean of Student Affairs _____ Date _____

Please return this petition to the **GSAS Office of Student Affairs** for final processing and approval. Notification of the decision will be sent to the student at the address given above. *There is a \$50 processing charge made on the student's term bill for each petition filed.*