BMES Force-Add / Late-Drop Form

Student ID No.		Major:	
Last Name:		Academic Level:	
First Name:		Term:	
Middle:		Year:	

Force-Add Request Virginia Polytechnic Institute and State University

INDICATE THE ONE COURSE FOR WHICH CHANGES ARE REQUESTED ON THIS FORM:

Department:	Course Number:	Course Title:	Credit Hours:

	DROP		FORCE-ADD					
	Operator Use only	Index (CRN) Number	Dept. Rep. Use Only	Index (CRN) Number	Grading Option A/F	P/F	AUD	Department Representative
Lecture								
Laboratory								

This Course is:

_____ Specific requirement for curriculum shown above.
_____ Needed to refresh critically needed background. (Repeat)
_____ Elective from list structured for curriculum above.
_____ Other. Explain reason: _____

With addition of this course, total credit hour load will be: _____

INSTRUCTIONS: Obtain required signatures. Then, submit this form to the departmental representative for the department or division offering the course indicated above.

_____ _____

Student Signature: Date Instructor Signature: Date

_____

Course Advisor Signature: Date
(Undergraduate only)