

BMES Force-Add / Late-Drop Request Form

Virginia Polytechnic Institute and State University

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

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

Department	Course Number	CRN	Course Title	Credit Hours	Grading Option (A/F, P/F, AUD)

	Drop	Force Add	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

Undergraduate Advisor Signature: Date
(if needed)

Graduate Coordinator Signature Date
(if needed)