

Late Drop Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone No.: _____ E-mail Address: _____

Penn ID Number: _____

Program: BA/BFA Pre-Health MLA MSOD Post-Bac/Non-Trad Grad Other _____

Term and year of class: _____

Course Title: _____

(For example: ANTH, ENGL, etc.)

Course Dept: _____ Course No.: _____ Section No.: _____

Date of first class attended: _____ Date of last class attended: _____

The reason for my late drop is: *(Be specific as possible.)*

STUDENT:

Signature: _____ Date: ____ / ____ / ____

COURSE INSTRUCTOR: The facts stated above are accurate as I know them Yes No

Instructor's Name *(Please Print)*: _____

Signature: _____ Date: ____ / ____ / ____

For Office Use Only

PROGRAM DIRECTOR:

Signature: _____ Date: ____ / ____ / ____

Instructions for Using the Late Drop Form

Please read the following information carefully.

Students should use this form if they wish to drop a course after the add/drop deadline, but during the period when they must pay 50% of tuition and fees.

STUDENTS SHOULD:

- Submit a form for each dropped course
- Complete all information requested on the front of this form
- Have their instructor sign and date this form
- Submit it to LPS Student Records prior to the end of the last day of the drop period.
- **No Late Drop Forms will be accepted after this deadline. A student who does not wish to continue in a course after this deadline will need to withdraw from that course.**

When a student decides to drop a class late (after the add/drop deadline, but before the last day of the drop period), the course is removed from the academic record.

Students should consult the LPS Student Handbooks and [LPS Academic Calendar](#) for dates and procedures relevant to late drops, withdraws, and all other deadlines.

Students should be aware that dropping a class may affect their financial aid and/or program of study, and should follow up with all relevant departments as appropriate.

Students who would like further clarification should contact their LPS advisor or the Student Records Office.