

The Herberger Institute for Design and the Arts strictly follows the University add, drop, and withdrawal deadlines. Complete this form if you are requesting a late add (after the Herberger Institute's extended add deadline), a late drop (after the University's published drop deadline), or a late withdrawal (after the University's published withdrawal deadline). You are requesting a variance to University Policy and must provide a description of the extenuating circumstances that you feel merit consideration. You must have an extremely extenuating circumstance to merit consideration.

Approval of a late schedule change is a privilege, not a right. Please be respectful of this process.

Instructions:

- 1) Attach the appropriate form required by the Registrar (Enrollment Request or Withdrawal Request): <http://students.asu.edu/forms/registration/regforms.html>.
- 2) Obtain the instructor's signature on the Enrollment or Withdrawal Request.
- 3) If you are requesting to add a class after the Herberger extended add deadline, you must also submit a letter from your instructor indicating that you have been attending the class all semester.
- 4) Submit paperwork to CDS 101.
- 5) You will be notified of the decision by ASU e-mail.
- 6) If your request is approved, you must pick up the form and take it to the Registrar's Office WITHIN FIVE BUSINESS DAYS. Failure to do so will result in denial of your request.

Name \_\_\_\_\_ Date \_\_\_\_\_ ASU ID \_\_\_\_\_

Phone \_\_\_\_\_ ASU E-Mail \_\_\_\_\_ Major \_\_\_\_\_

This Request is for a  Late Add or Drop  Late Registration  Late Withdrawal

Course Prefix and Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

**Provide a detailed account of your reason for this request  
(you may attach a typed statement):**

DO NOT WRITE BELOW THIS LINE

Dean's Designee Decision:  Approved  Denied  Additional Information Requested  
Comments: