

Late Drop Form

Name _____ Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Penn ID Number _____

Program ___ BA/AA ___ Pre-Health ___ MLA ___ Post-Bac/Non-Trad Grad ___ Other _____

Term and year of class _____

Course Title _____

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

(For example: ANTH, ENGL, etc.)

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

The reason for my late drop is: (Be as 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)

Instructor's Signature _____ Date _____

For Office Use Only

Program Director: Signature _____ Date _____

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Instructions for Using the Late Drop Form

Please read the following information carefully.

Students wishing to **drop a class after the add/drop date, but during the period when they must pay 50% tuition,** should use this form.

Students should

- Complete all information requested on the front of this form
- Have their instructor sign and date this form
- Submit it to the LPS office **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.**

If you are dropping more than one course, you **must** submit a form for each course.

When a student decides to drop a class late (after the drop/add date, but before the last day of the drop period), no grade is recorded on the transcript.

Students should consult the LPS Policies Manual and the LPS Academic Calendar for dates and procedures relevant to late drops, withdrawals, 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 meet with a Student Services Staff member at LPS.