THE UNIVERSITY OF RHODE ISLAND
ENROLLMENT SERVICES

ADD/ DROP FORM
(TO APPEAL THE DEADLINE)

NAME _____

ADDRESS _____

URI ID # _____ PHONE # _____

E-MAIL _____

COLLEGE _____

MAJOR _____ SEMESTER _____

Students: Submit the completed form to the academic dean's office of your college.

Deans: Submit to the Enrollment Services

ACTION	COURSE	SECTION	CREDIT	TITLE / INSTRUCTOR
ADD*				
DROP				
CREDIT CHANGE*+				

*BURSAR CLEARANCE REQUIRED + To change credits in a variable credit course, enter the new credit count in the CREDIT column.

INSTRUCTIONS FOR STUDENT

Late adds or drops are approved only for unusual exceptional circumstances. Full documentation supporting these circumstances must be provided. Requests for late drops must be made by the last day of classes. If you believe that a late add or drop is justified, complete this petition as follows:

1. Complete all pertinent information above these instructions.
2. On a separate sheet of paper, state the reasons you believe you qualify for the late transaction(s) requested above. Your name and URI ID number should be included on the sheet.
3. Attach documentation supporting your claim of exceptional circumstances (e.g., a medical report is expected in case of significant illness.) Failure on assignments/exams, or lack of attendance do not alone, constitute exceptional circumstances.
4. Have your course instructor(s) complete the instructor portion of the petition below. For Online Courses, you may submit an email from the instructor specifying the last date you attended class and indicating permission to drop. Online Course instructors may also submit this email directly to your academic dean.
5. Submit this completed petition, your statement, and supporting documentation to your dean's office representing your school or college (e.g., UC, A&S, BUS, etc.) Submitting this petition does not assure that it will be approved, so be sure to continue attending the affected course(s) while your petition is being evaluated.
6. If your College requires, the week following the submission of this petition, return to the dean's office to learn the results of your petition. If approved, continue with the remaining two steps.
7. If approved, you will be given this petition to take to the Office of Enrollment Services.
8. Failure to present this petition to the Office of Enrollment Services within ten days of approval will require that it be resubmitted for approval to your academic dean. Requests for late drops must be requested/approved by the last day of classes for the term in which the drop is sought.

Student's Signature _____ Date _____

TO BE COMPLETED BY COURSE INSTRUCTORS (Additional comments may be added on back of original copy)

Course	Sctn.	Instructor	Instructor Signature	Date Student Last Attended	Instructor(s). Do you support this petition (Circle)	
					Yes ☐ No ☐	Comment
					Yes ☐ No ☐	Comment
					Yes ☐ No ☐	Comment

TO BE COMPLETED BY STUDENT'S (Assistant/ Associate) ACADEMIC DEAN

☐ Approved ☐ Disapproved ☐ Returned

_____ _____
Dean's Signature Date

BILLING AND COLLECTIONS CLEARANCE

THINK BIG WE DO™

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PLEASE CONTACT THE APPROPRIATE DEAN'S OFFICE

College of Arts & Sciences
Office of the Assistant Dean
Chafee Social Science Center
142 Flagg Rd. Kingston RI 02881

email: casforms@uri.edu

College of Business
Office of the Assistant Dean
Ballentine Hall
7 Lippitt Rd. Kingston RI 02881

email: cob-forms-group@uri.edu

College of Education
Office of the Assistant Dean
Chafee Social Science Center
142 Flagg Rd. Kingston RI 02881

email: CEPS-forms-group@uri.edu

College of Engineering
Office of the Assistant Dean
Bliss Hall
1 Lippitt Rd. Kingston RI 02881

email: coe-forms-group@uri.edu

College of the Environment & Life Sciences
Office of the Assistant Dean
Center for Biotechnology & Life Sciences
120 Flagg Rd. Kingston RI 02881

email: CELS-forms-group@uri.edu

College of Health Sciences
Office of the Assistant Dean
Quinn Hall
55 Lower College Rd. Kingston RI 02881

email: CHS-group@uri.edu

College of Nursing
Office of the Assistant Dean
White Hall
39 Butterfield Rd. Kingston RI 02881

email: NURS-forms-group@uri.edu

College of Pharmacy
Office of the Assistant Dean
Avedisian Hall
7 Greenhouse Rd. Kingston RI 02881

email: PHARM-forms-group@uri.edu

University College for Academic Success
Office of the Assistant Dean
Roosevelt Hall
90 Lower College Rd. Kingston RI 02881

email: ucdeansoffice-group@uri.edu