



LATE COURSE REGISTRATION REQUEST FORM

It is extremely rare for course registration to be approved after the course selection period has ended. In extenuating circumstances, late registration may be permitted. To request late registration, fill out all parts of this form, obtain approval signatures from the course instructor and your Department Chair and return to the Student Services at des-studentservices@design.upenn.edu.

Student Information *(please print clearly)*

Date:	Term:
Full Name:	PennID:
Program(s):	
Email Address:	
Course Code: ____ - ____ - ____ (ex: ARCH-5010-001) <input type="checkbox"/> Add <input type="checkbox"/> Grade Change Only	
Change Grade Type to: <input type="checkbox"/> Pass/Fail* <input type="checkbox"/> Audit* <input type="checkbox"/> Normal Grading	
Reason for Late Add Request: <i>Please explain below:</i>	

*Pass/Fail and Audit are options **only** for courses that are not counting towards the total credits or requirements needed for the degree. Any course counting towards the degree must be taken for a letter grade, with the exception of MFA students, who are automatically graded Pass/Fail.

Student Signature Date

Approvals:

Instructor Signature Date

Department Chair Signature Date