



LATE SWAP APPEAL FORM

Students may swap classes up until the “Last Day to Register/Add a Course” as listed on the Academic Calendar. After this deadline, students may appeal for a late class swap through the appropriate academic division office.

(Student, please complete and take the form to the division dean’s office. If you are using financial aid, please confirm with the financial aid office that your new class is covered.)

Student Name: _____
Last First M.I

Student ID Number: _____ Semester/Year: _____

Course Catalog - (Example: ENG 111-01)

Class Number - (Example: #51623)

From: _____ To: _____ From: # _____ To: # _____

Student Explanation: _____

Student has regularly attended/participated in class, or

Other: _____

Instructor Name:

From: _____ To: _____

Division Dean Signature: _____ Date: _____

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