



Lamar Institute of Technology ADD/DROP/REINSTATE PETITION

(Use this form after the last day to add and drop)

Backdate to:

Instructions

Student must complete Student Information, Course Detail and the Justification sections. Student must sign the Student Approval section.

1. The instructor signature and grade is required. An academic advisor must approve the petition.
2. Student delivers copies of the Add/Drop/Reinstate Petition to the Vice President of Student and Academic Success for approval. Deliver signed copy of the Add/Drop/Reinstate Petition to the LIT Cashier's Office.
3. The Vice President of Student and Academic Success will forward the petition to the Records Office for processing.

Student Information

Student Name	T Number	Date
Semester/Year	Major	Phone Number

Course Detail

CRN Number	Course Prefix and Number	Section Number	Action Requested (A; D; R' Other)	Complete these columns <u>ONLY</u> on or after the last day to drop.	
				Instructor Signature	Grade (Q or F)

Add = A Drop = D Reinstate = R Other = List

Advisor Approval

Advisor Signature	Date
-------------------	------

Justification

Student Approval

I am aware and agree with the action requested. I also understand that I will be responsible for all of the tuition and fees associated with this action. I understand that if I do not receive financial aid, I will be responsible for all of the tuition and fees associated with this request. I understand that I must pay my tuition by _____.

I also understand that my tuition for the semester in question must be paid on the day of the Reinstatement Memo is delivered to the registrar's office.

Student Signature	Date
-------------------	------

Office Use Only

- Student is not reportable for CBM Reporting. Student is reportable for CBM Reporting.

VPSAS Signature	Date
-----------------	------

Fax to x7769