

**Concurrent Enrollment Request for Exception to Policy
Late Add/Late Drop Form**

Exception requests **MUST be made within 5 years of the desired adjustment**. If this request is for a late add/or drop is approved, a **\$100 late fee** will be assessed for each approved course. **Email completed form and student's high school transcript to concurrent@usu.edu.**

Student Information

Last Name:	First Name:	A #:
Email Address:	Phone #:	High School:
Semester & Year:	Course:	Instructor Name:

Specific Action Requested

Reason for Request

Please write a brief, clear statement as to why an exception should be made.

Student Signature:

High School Recommendation

Does the high school approve this student's request? If yes, please send this completed form and a scanned copy of the student's high school transcript to concurrent@usu.edu

Counselor Signature:	Date:
Instructor Signature:	Date:
Registrar Signature:	Date:
Principal Signature:	Date:

For Concurrent Enrollment Office Use

Director Signature:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Term:	Subject:	Course #:	
CRN:	Detail Code for Late Fee:	Grade:	
Notes:			

UtahStateUniversity®

CONCURRENT ENROLLMENT

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