2015-16 NOTIFICATION FOR APPEAL OF HOURS

This form is to confirm that due to situations beyond the student’s control, all hours did not show at the end of the add/drop period. A Department Representative should provide a brief, but specific description as to why the student had to add classes after the drop/add period. **Deadline is the last day of classes for the semester affected.**

(Students who register for classes on the last day of drop/add may also need this form completed.)

Reason (must be completed by Dean or Department Representative)____________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Ref. #                                                   Course

Department Representative                                  Title

Telephone Number                                           Department

OFFICE USE ONLY!

____ Approved    ____ Denied    ____ Cancelled    ____ Pending    ____ PRR    ____ Write-up

____ Force    ____# Hours    ____ Class    ____ Pell    ____ BF    ____ FSAG

_____________________________________     _______________________
    Staff                             Date

Florida State University’s Use of Social Security Number policy is available at
[http://registrar.fsu.edu/bulletin/undergrad/info/university_notices.htm](http://registrar.fsu.edu/bulletin/undergrad/info/university_notices.htm)