

Late Course Add Form

Students wishing to add a semester-long course after the end of the third week¹ must complete the following form and obtain all the required signatures indicated below. There must be compelling reasons to add a course at this late date. The student and the instructor must also indicate the manner in which the student will make up the work missed at the beginning of the course.

The course will not be added to the student's schedule until the fully approved form has been received by the Registrar's Office.

Date	Student's Name		
Semester	Date of Birth		
Class #	Subj Course #	Course Title	Credits

To be completed by student: Please a) indicate why you need to add this course now, and b) describe your plans to make up all classwork, assignments, quizzes and exams which have taken place up until this point.

To be completed by instructor: Please indicate whether or not it will be possible for the student to make up all classwork, assignments, quizzes and exams which have taken place up until this point.

Instructor's Signature	Date	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Deny
Advisor's Signature	Date	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Deny
Vice President/Academic Affairs' Signature	Date	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Deny

¹ Or after the 20% point of a course meeting during any session shorter than a full term.