



Office of the Registrar

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LATE ADD AGREEMENT

Late Add Policy

A student may petition to a faculty member to late add a course no later than the last day of regularly scheduled classes. When approved, a late add contract is required to ensure the student understands what portion of the course, assignments, exams, etc. have been missed; and, if missed class lectures/notes or work is permitted to be made up and by what deadline.

Parts A & B: To be complete by the student.

_____ Indicate: Fresh Soph Junior Senior
 Name Student ID #

_____ Required for Major Fall Spring Summer
 CRN Course Prefix Number Credit hours Y/N Indicate semester

Part B: Student- Provide rationale to explain why petitioning for a late course add.

Part C: Instructor- Attach a course syllabus, and complete Part C: I-IV.

Check here if no work is permitted to be turned in late. Check here if missed days count against course attendance policy.

Procedure to make up missed lectures, coursework, assignments, exams, etc.:

Deadline to make up missed work:

Additional information:

Part E: Signatures and approvals.

1. Student _____ Date _____ 2. Advisor _____ Date _____

3. Instructor _____ Date _____ (enter necessary overrides in OASIS, if applicable)

4. Department Chair _____ Date _____

5. Academic Dean _____ Date _____ (required when the Instructor and Chair the same, or after 4-week appraisal)