



Office of the Registrar

For Office Use: Processed: _____

LATE ADD AGREEMENT

Late Add Policy

A student may petition to a faculty member to 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, if so, by what deadline.

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

_____	_____	Class Standing:		
Name	Student ID #			
_____	_____	_____	_____	_____
CRN	Course Prefix	Number	Credit hours	Y/N
				Required for Major <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
				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. Director/Chair _____	Date _____		