



Office of the Registrar

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### 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.**

\_\_\_\_\_ 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 D: Signatures and approvals.**

1. Student \_\_\_\_\_ Date \_\_\_\_\_ 2. Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 3. Instructor \_\_\_\_\_ Date \_\_\_\_\_ (enter necessary overrides in OASIS, if applicable)  
 4. Director/Chair \_\_\_\_\_ Date \_\_\_\_\_