LATE ADD APPEAL

NAME: _____ PEOPLESOFT #:_____

Once the ADD/DROP drop period has ended, students can enroll in courses only with special permission from the Assistant Dean.

STUDENTS MUST SUBMIT DOCUMENTATION FROM THE INSTRUCTOR THAT THEY CONSENT TO THE LATE ENROLLMENT. ATTACH THIS DOCUMENTATION TO THIS FORM. THE DEPARTMENT OFFERING THE COURSE MUST PROVIDE THE STUDENT WITH A PERMISSION NUMBER. INCLUDE THAT PERMISSION NUMBER IN THE FORM BELOW.

COURSE(S) TO BE ADDED:

SUBJECT	CATALOG #	CLASS #	DAY/TIME OR WEB	CREDITS	PERMISSION #

Will adding these courses put you above 18 credits total for this term?   Yes   No

Please provide an explanation for why you should be allowed to enroll in this class despite the fact the add/drop deadline has passed:

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Have you consulted with your academic advisor about this enrollment appeal?   Yes   No

Enrolling in a class beyond the add/drop deadline is typically not recommended given how much time has already transpired, the amount of material that was covered, and the fact that the student might already be missing or behind on assignments. *By electronically signing this document you acknowledge and accept this risk*.

_____   _____

Student Signature   Today's Date

OFFICE USE ONLY

Advisor Approves Course Repeat: Yes   No

Signature: _____ Date: _____
Comments: _____

_____

    Approved:

    Not approved (reason):_____

_____

Assistant Dean: _____ Date: _____