

College of Education
Instructions For Requesting Late Add

Students generally should make needed changes to schedules within the official add/drop period during the first three/five days of class each semester (official drop/add period published in The Scoop for each semester). Only under exceptional conditions will a late add/drop be approved after this time. (Examples: Course only meets once per week and after the usual add/drop period; injury, illness, etc., prohibited student from adding/dropping within usual add/drop period; class in which student was enrolled was cancelled.) Students who meet these conditions must complete the *Approval for Late Add/Late Drop Form* as indicated on the following checklist. Students not meeting these conditions should follow University guidelines for withdrawing from a class.

Part A:

- ❑ Must be completed **in full** by the student.
- ❑ Student **must** provide sufficient evidence to constitute support of a late add/drop.

Part B:

Student **must** obtain approval signatures, in the following order, from:

- ❑ Instructor of the course the student wishes to add (*for late add only*)
- ❑ Department chair of the department the course is offered from (*for late add/drop*)
- ❑ Associate Dean of the College of Education (*for late add/drop*)

Processing Request:

- ❑ If approval is given and when all required signatures are obtained, student will take form to Registrar's Office for processing.

