



COURSE LATE ADD REQUEST FORM

Student's First & Last Name

Student's SAM ID

Semester and Year

CRN

Subject

Course Number

Course Section

Please select the action requested:

Does the instructor of record agree to this late add? Yes No

What was the date the student first engaged in this course?

Reason for course **Late Add** request. Please **specify** the student's level of engagement in the course (Ex: Completed assignments, sat for an exam, logged in to Blackboard, etc.) Also, include details if this request is for an action other than an add or change, as indicated above.

Approval Routing (This section for authorized users only. Signatures below indicate approval. Form to be routed to Registrar's Office once fully approved by all signers.)

 Department Chair/School Director

 College Dean

 Vice Provost