Late Add Request

Bradley University policy approved by Faculty Senate does not allow for courses to be added after the published deadline for adding classes. Therefore, requests for late or retroactive adds are only approved in the most extraordinary and compelling circumstances. (See p. 31 of the undergraduate catalog.)

Exceptions WILL NOT be made if you do not provide an explanation of why you missed the deadline or if the petition is otherwise incomplete. DO NOT ASSUME THAT APPROVAL IS AUTOMATIC.

All petitions are read carefully and thoughtfully and with concern for individual circumstances. Your request will be considered on the basis of the information you provide so it is to your advantage to take the time necessary to state your case clearly and completely and supply any documentation relevant to your argument. Statements from instructors, advisors, department chairs and Deans are strongly encouraged.

Name _____ Student ID #_____

Address _____Phone _____

Course _____
Dept prefix Course # Section # Credit hrs Title

Semester/Year _____ Major _____

Instructor's Statement:

Student Statement: (Use back of form if additional space is needed.)

_____
Student signature Date

Recommendations and signatures:
Approval ___ Denial ___ Advisor _____date_____

Approval ___ Denial ___ Instructor _____date_____

Approval ___ Denial ___ Dept Chair _____date_____

Approval ___ Denial ___ *Dean_____date_____

Approval ___ Denial ___ Dean, Graduate School _____date_____

Approval ___ Denial ___ Registrar_____date_____

Return to the Office of the Registrar, 11 Swords Hall.

*If ***adding*** a class to existing schedule, the Dean of the college of the added *class*. If ***re-registration*** or ***first registration*****,** the Dean of the college of the student's *major*. If a graduate student or graduate course, include Dean of Graduate School.

Revised 12/3/07