

# College of Liberal Arts and Sciences

## Late Add Request Information

The first week of each semester is the published Drop/Add period. During this time, students may drop and/or add classes at their discretion, provided there are openings in the courses and the student has met the appropriate prerequisite requirements. If a student wishes to add a course after this published deadline, it is considered an exception to the registration policies and requires several levels of support and documentation.

Please note: **ANY** addition to a student schedule after the published deadline is considered a late add, including requests to change from one section to another of the same course.

**Please complete all of the following steps listed below in sequential order:**

1. Obtain proper paperwork to complete the late add process.
  - a. The Drop/Add form can be found on line at <http://www.gvsu.edu/clas> or at the Student Services window.
    - Complete the Drop/Add form.
  - b. Compose a letter addressed to the Associate Dean for Students and Curriculum explaining the need for the late add [see below for necessary content]
    - Attach the letter to the completed Drop/Add form.
2. Gather the proper signatures.
  - a. Instructor
  - b. Unit Head
  - c. Associate Dean for Students and Curriculum
3. Deliver completed Drop/Add form with letter attached with proper signatures to the Dean's Office In B-4-232 MAK. The request will be evaluated by the Associate Dean within approximately 2 business days.
4. Approved Drop/Add Forms will NOT be forwarded to the Records Office or to any other office ; **students must pick up their forms at the front desk in B-4-232 MAK and deliver them to the Records Office (150 STU) for processing.**

**If approved, YOU MUST submit the paperwork to the Records Office no later than 7 days after approval date. NO EXCEPTIONS will be made.**

Keep in mind that all late registrations involve additional fees. You will be assessed \$25 for adding a class late. You will be assessed a \$50 late registration fee if you are registering for all classes past the posted deadline.

## Late Add Appeal Letters

Please make sure to include the following in your letter of appeal to the Associate Dean for Students and Curriculum:

1. Provide detailed background information on **WHY** you need to add the course after the published deadline.
2. Steps you will take to ensure that the need for this type of an exception won't be necessary in the future.
3. If applicable, supply copies of any supporting documentation, such as doctor's notes, accident reports, letters of support from faculty, either your advisor or another faculty member who can vouch for the circumstances surrounding this request.
4. Demonstrate that the late add will not negatively affect your ability to keep pace with the course requirements, including your plan to make up any missed work.