

## Late Add Request

**Instructions:** After the published deadline to add a course without special permission, classes may be added only with special permission. The student must obtain a Late Add Request Form and approval signature from the academic advisor, obtain approval from the instructor and chair of the department offering the class, and then obtain an approval signature from the dean of the college in which the course is offered. Complete this form and obtain necessary approvals. Completed and approved form can be emailed to registrar@bradley.edu.

Name:	ID Number:				
Home Address:			Phone:		
Major(s)/Program:					
Course Information:	Prefix		Credit Hours		
Course Title:					
Student's Statement:					
Instructor's Statement:					
Student's Signature:			_ Date:		
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Approved		Academic Advisor			
Approved	Denied _	Instructor	Date:		
Approved	Denied _	Department Chair (of Dept. offering cour	Date:		
Approved	Denied _	Dean*	Date:		
Approved	Denied _	Registrar	Date:		

<sup>\*</sup>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/program.