



APPEAL TO ADD A COURSE AFTER THE UNIVERSITY DEADLINE FORM

Last name _____ First _____ M.I. _____

ID # _____ E-mail _____

Address or MSC Box _____ Phone or extension _____

City, State, Zip: _____

Have you applied to graduate? Yes No If so, for which term? _____ (Term/Year) Semester/Year of the late ADD appeal _____

Late ADD Appeal Process

A. Identify the course you are requesting to add:

CRN # _____ Subject _____ Course # _____ Section _____ Credits _____

Course Title _____ Professor _____

B. On a separate typed page, please address the following issues:

- Issue #1: Identify reasons for this appeal to add a course after the deadline.
- Issue #2: Identify the number of class sessions you have missed and explain their impact as it relates to Gonzaga's attendance policy.
- Issue #3: Identify the material already covered in missed class sessions and how you will make up this missed material.
- Issue #4: Identify and explain any previous late course adds you have made in prior semesters.

C. Signatures required

1. Sign your name to your attached page and record the date.
2. Obtain the signature of your advisor regarding this appeal.

Advisor's Signature: _____ Date _____/_____/_____

3. Obtain the signature of the professor approving this late course add.

Professors' Signature: _____ Date _____/_____/_____

D. Submit your appeal documentation to the Dean of the school offering the course for which you are seeking the late appeal. The Dean's Office will forward your late withdraw appeal to the Registrar's Office.

Dean's Decision: Accept Deny

Dean's Signature: _____ Date _____/_____/_____

A \$50.00 late fee will be assessed to your student account.

Registrar's Use Only

Date Processed: _____ Fee Assessment Decision/Initials: _____