

Late Course Add/Section Change/Credit Change

Undergraduate students may add classes to their schedule for a particular term during the first ten instructional days of a sixteen week course or the first five instructional days of an eight-week course. Check the campus academic calendar for specific dates: <http://www.registrar.illinois.edu/registration/deadlines.html>. In most instances, students will not be allowed to add classes after the deadline unless they have been attending the class from the beginning of the semester. Late course adds require the approval of the instructor and the College of Education Assistant Dean for Academic Affairs. If you request to add a course or change the section or credit past the deadline, please complete the top section of the form and obtain instructor approval. The completed form should be submitted to the Student Academic Affairs Office, 142 Education, 1310 South 6th Street.

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This section to be completed by the undergraduate student:

Today's date _____

I am requesting approval for: ___Late Course Add ___Section Change ___Credit Change

Semester _____

CRN _____ Subject & Number _____ Section _____ Credit Hrs. _____

Name _____ UIN _____ UI email _____

Major: ECE ELED LES MGE SPED

Student Signature _____ Cell Phone Number _____

Explanation (required for all requests; please be thorough) Attach the response if additional space is needed.

If this is a late course add, indicate if you have been attending the class: YES NO

If not, please indicate (below) what arrangements you have made to make up the work missed to date.

This section to be completed by the Instructor:

The student has my approval for the request above.

Instructor's Signature _____

Instructor's Name (Printed) _____ Date _____

This section to be completed by the College (SAAO):

Final action ___ Approved ___ Not approved

Assistant Dean for Academic Affairs Signature _____ Date _____