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, 110 Education, 1310 South 6th Street.

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____________________

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