

Request for Late Force Add CLAHS Majors Only

Student ID No:	Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:
Academic Level: FR SO JR SR	

Term (Circle): Fall Spring Summer I Summer II
Year:

This form is to be used by students with a primary major in the College of Liberal Arts & Human Sciences and **only after the deadline has passed that is listed on the University Registrar's website.**

- Complete this form and present it to the instructor for his/her signature.
- Return completed form to 238 Wallace Hall. The Associate Dean of Undergraduate Academic Affairs will review your request.
- An instructor's signature is required or the request will not be reviewed.
- Requests cannot be processed if there is a hold on your account. Students are responsible for resolving holds prior to being force added to a class.

Course Requested to Late Force Add

CRN:			
Department:	Course Number:	Course Title:	Credit Hours:
Instructor's Name:	Grade Mode (Circle One): A/F P/F AUD		

Student Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____
CLAHS Associate Dean of Undergraduate Academic Affairs (238 Wallace Hall)

Office Use Only:
 Date Received: _____ Date Processed: _____ Processed by: _____