



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: _____ aa _____

Course Information: _____
Prefix Number Section Credit Hours Semester & Year

Course Title: _____

Student's Statement: _____

Instructor's Statement: _____

Student's Signature: _____ Date: _____

Approved Denied _____ Date: _____
Academic Advisor

Approved Denied _____ Date: _____
Instructor

Approved Denied _____ Date: _____
Department Chair (of Dept. offering course)

Approved Denied _____ Date: _____
Dean*

Approved Denied _____ Date: _____
Registrar

*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.