

Brown University

REQUEST FOR LATE COURSE REGISTRATION

In order to add a course after the fourth week of classes, you must obtain the approval of the chair of the Committee on Academic Standing. Approval for late registration is not ordinarily granted, and it will be given only in cases when the student can demonstrate that he or she has been actively involved in the course since the beginning of the semester.

You may easily check your official course registration on-line. We encourage you to review your registration carefully early in the semester to be sure it accurately reflects the courses you are taking.

Procedures

Return this form, completed by you and the course instructor, to Deputy Dean Stephen Lassonde, Chair, Committee on Academic Standing, Room 205A, University Hall, Box 1828, Brown University. You must submit with this completed form a Course Change Form (i.e., a “drop-add slip”), on which you indicate the course(s) you wish to add through this petition.

Student Name

ID No.

Date

Student E-mail

Box

Phone

Title of Course

Course No. and Section

Name of Instructor

Semester of Course Enrollment: Fall 2007 Spring 2008

This student has been actively involved in the course since the beginning of the semester.

Instructor's Signature

Date

Important: If the course is already complete, please indicate the student's final grade:

(Please note: Students adding courses after the fourth week of the semester do not have a choice of grade option: they must take the course on an ABC/NC basis, unless the course grading is mandatory S/NC.)

Comments:

