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:

OVER
REQUEST FOR LATE COURSE REGISTRATION

To the Student: Please complete this form and submit it to the Secretary to the Committee on Academic Standing, University Hall--Room 205A, Box 1828.

Please answer all questions below:

1. Specific reason(s) you did not register for the course according to established University policy:

2. On what date during the semester did you enter the course?

3. Please characterize your activity and engagement in this course, including your record of attendance and, if appropriate, participation in class discussion. Also note papers, exams, and any other evaluations you have received.

4. If registration for this course will give you more than five course credits for the semester, please indicate which of your current courses must be dropped by the Registrar.

   Course name(s) and number(s):

Student’s Signature ____________________________ Date __________