



REQUEST TO LATE ADD COURSE
(INSTRUCTOR COURSE PROGRESS REPORT)

A request to late add a course is made after a course has been completed and/or grades have been determined.

The student is responsible for completing and submitting:

1. An Application for Exception to Catalog Regulations petition form and explanation
2. Submit a Request to Late Add form for each course requested
3. Submit an Add Slip signed by the instructor for each course requested
4. Applicable documentation to support request

If you have any questions, please contact the Business Exceptions Secretary or Academic Adviser at (316) 978-3203.

This Request to Late Add form can be returned to the Business Advising Center in Clinton Hall 114 by the student or the instructor.

Part I: To be completed by the STUDENT

myWSU ID: _____ Date: _____
 Last Name: _____ First Name: _____ Middle Initial: _____
 Major: _____

Information about the course requested for late add:

Semester and Year: _____ Credit Hours: _____ CRN: _____
 Department and Course Number: _____

Part II: To be completed by the INSTRUCTOR

Date: _____ As of this date, the student is receiving grade of: _____
 Course Length: 2 week 4 week 8 week Full Semester Other (specify): _____
 Please indicate the student's attendance practices: _____

Recommendation to the exceptions committee:

- I approve the late add I do not approve the late add

Additional instructor comments (pertinent information regarding the student's performance or circumstances):

Instructor's Name (please print) _____

Instructor's Signature _____