

Academic Dean's Office
Undergraduate Advising
 (Formerly Pre-Major Advising Services)

607 Goodell Building
 University of Massachusetts
 Amherst, MA 01003
 413-545-5103 (phone)
 413-577-0620 (fax)

LATE COURSE ADD PETITION
For Undeclared, BDIC, or NXCHNG Students

INSTRUCTIONS: (1) Complete sections 1 & 2 of this form, (2) Provide a personal statement for your request on the reverse side, (3) Give the form to your instructor to complete, and (4) Submit all materials to the Academic Dean's Office. If you have any questions about what information, details, and/or documentation to provide, please call 413/ 545-5103 or stop by 607 Goodell during Dean's drop-in hours.

The Dean's Staff will respond to your request by email, usually within a week.

1. STUDENT INFORMATION

Name:	UMass Email:
Local Address:	City/State/Zip:
Local Telephone/Cell Phone:	Class Year:
Major:	Student #:

2. COURSE INFORMATION UMass course Five-College course _____
 (College)

Department:	Course # / Section#:
Title:	Instructor:

3. INSTRUCTOR INFORMATION

The above named student has requested a Late Add to your course. Does the student have your permission to add your course at this point in the semester? Please complete this portion of the form (attach additional comments if you like), and return to the Academic Dean's Office in 607 Goodell by campus mail or hand delivery. Thank you.

YES NO Comments Attached?

Instructor's Name:	Instructor's Signature:	Date:
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----- DEAN'S DECISION-----

Date Submitted by Student: _____ DECISION: Approve/ Deny / Table Initials _____
 Date Student Emailed of Decision: _____ Initials _____

COMMENTS:

