

**LATE COURSE ADD PETITION**  
**For BDIC Primary Majors (BA-BDIC and BS-BDIC)**

UMASS CLASS INSTRUCTIONS:

- (1) Complete all 4 sections of this form.
- (2) Instructor's signature required (or attach an email confirmation.
- (3) Submit all materials to Rebecca Schwartz, rschwartz@bdic.umass.edu.

**Late Add requests, if approved are posted directly on SPIRE. You will only hear from the Dean's Staff via email if it is denied or tabled because more information is required.**

**1. STUDENT INFORMATION**

Name:	UMass Email:
Semester:	Class Year:
Major:	Student #:

**2. COURSE INFORMATION**  UMass course  Five-College course

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

**3. INSTRUCTOR APPROVAL**

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 or email confirmation (attach additional comments if you like). Thank you.

YES

NO

Comments Attached?

Instructor's Name:	Instructor's Signature:	Date:
--------------------	-------------------------	-------

**Next page Personal Statement Required:**

**4. PERSONAL STATEMENT** explain your reason(s) for requesting a Late Add.

**STUDENT INFORMATION**

Name:	Student #:
-------	------------

**3. PERSONAL STATEMENT** Explain your reason(s) for requesting a Late Add.

Personal Statement:

5 COLLEGE CLASS INSTRUCTIONS:

- (1) Complete all 3 sections of this form.
- (2) Attach a completed *Request for 5 College Enrollment* form. If the form is not available in SPIRE, come to our office for a different form.
- (3) Submit all materials to the 5 College staff in 613 Goodell. As part of the process, we must contact the other school to see if a late add is possible, some **do not allow** late registration, even if you have been attendig the class from the beginning of the semester. Five College staff will notify you of the decision via email.

----- **DEAN'S DECISION** -----

**Date Submitted by Student:** \_\_\_\_\_

DECISION: Approve/ Deny / Table

Initials \_\_\_\_\_

COMMENTS: