

UNIVERSITY *of* MISSOURI

COLLEGE OF ARTS AND SCIENCE

ADVISING SUPPORT SERVICES

College of Arts & Science Late Add Request: Instructor Permission Form

Student's name: _____ Student number: _____

Course requested: _____ Section number: _____

To the INSTRUCTOR: The student named above has requested that the Arts & Science Dean's Office allow him/her to add your course after the deadline to add a course or change sections. Before the Dean's Office can consider this request, we need the following information.

Does the student have your permission to add the course? YES NO

Has the student been attending the course since the first week of class? YES NO

Instructor's signature

Date

To the STUDENT: You will ordinarily need to submit a written appeal to the Dean's Office along with this form to request permission to add a course after the deadline. Permission from the instructor does not ensure that your appeal will be approved by the Dean's Office. If the Late Add Request is approved and the course you would like to add is already full, you will need a "permission number".

