Name of Policy: Adding a Course, Internship, Mentorship, or Directed Study Past the Academic Deadline

Source: Student Affairs and Academic Affairs

Date Revised: July 2015

Form to Complete: Request to Add a Course After the Academic Deadline Form, see the Registrar to initiate

Policy:

Students may request to add a course, internship, mentorship, or directed study past the academic deadline if the following criteria are met:

• In order to request for an exception to an academic deadline, students must have senior standing and be projected to graduate at the end of the current semester, or

• Students must have documentable extenuating personal or medical circumstances, and

• The request must be made no later than one week after the academic deadline (typically the last day of the add/drop period for the semester)

Procedure:

• Students must visit the Registrar to determine if they are eligible to request for an exception to an academic deadline; documentation must be provided at this time

• The Registrar or designee determines if student meets the policy criteria for an exception

• If students do not meet policy criteria, they will be ineligible to make the request

• If students do meet policy criteria, they will be provided a Request to Add a Course After the Academic Deadline form with effective date and required signatures notated

• Students are responsible for obtaining required signatures

• Completed request form must be returned to the Registrar within three business days of date notated on form

• Registrar will complete requested action and notify signees via email