

Name of Policy: Adding a Course, Mentorship, Internship, or Directed Study After the Academic Deadline
Source: Student Affairs and Academic Affairs
Date Revised: June 2017
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 an exception to an academic deadline, students must have senior standing and need the course in order to graduate at the end of the current semester, or
- Students must have documentable extenuating personal or medical circumstances, and
- The appeal must be made no later than one week after the academic deadline (typically the last day of the add/drop period for the semester)
- In rare circumstances, a first semester sophomore student may be approved to change their major after the add/drop deadline if it is determined that the change is practicable for the new department and in the student's best interest. In these situations, students follow the same process outlined in the Change of Major policy. The student's academic advisor, current department chair and requested major department chair must all approve. Only major studio classes will be affected by this change; electives and liberal arts courses will not be changed. The late change of major will not be approved past the eighth week of the semester.

Process:

- 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