

VIRGINIA POLYTECHNIC AND STATE UNIVERSITY  
**College of Architecture and Urban Studies**

**Force Add Request**

One Course Per Form

Student ID Number	Last Name	First Name	Major	Academic Level	Term	Year	
<b>PROVIDE DETAILS ABOUT THE COURSE FOR WHICH CHANGES ARE BEING REQUESTED</b>							
Department	Number	Course Title				Credit Hours	
	<b>DROP</b>		<b>FORCE ADD</b>				
	CRN <small>Example: 80995</small>	Department & Course Number <small>Example: BC 1214</small>	CRN <small>Example: 80995</small>	Department & Course Number <small>Example: BC 1214</small>	Grade Option		Approval of Instructor or Dept Representative
				A-F	P/F	AUDIT	
Lecture							
Laboratory							
<p>This course is:</p> <input type="checkbox"/> A specific requirement for curriculum shown above. <input type="checkbox"/> A prerequisite for a course specifically required by the curriculum.							
<p>The required course is:</p> <input type="checkbox"/> Needed to refresh critically needed background. (Repeat) <input type="checkbox"/> Elective from list structured for curriculum above. <input type="checkbox"/> Other: _____							
<p><u>For Force Adds</u>          With the addition of this course, my total credit hour load will be _____ credits.</p>							

**INSTRUCTIONS:**

1. Obtain required signatures. DEAN'S APPROVAL is required for the following: Credit overloads above 19 credit hours during Fall and Spring semesters; adds or drops by undergraduate students AFTER PUBLISHED DEADLINES; and adds or drops by graduate students after classes begin.
2. Submit this form to the department representative in the department, program, or division offering the course indicated above. The form is approved when a department representative has signed the request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Office Signature

\_\_\_\_\_  
Date