VIRGINIA POLYTECHNIC AND STATE UNIVERSITY
College of Architecture and Urban Studies
Force Add Request
One Course Per Form

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Major</th>
<th>Academic Level</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
</table>

**PROVIDE DETAILS ABOUT THE COURSE FOR WHICH CHANGES ARE BEING REQUESTED**

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**DROP**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Department &amp; Course Number</th>
<th>CRN</th>
<th>Department &amp; Course Number</th>
<th>Grade Option</th>
<th>Approval of Instructor or Dept Representative</th>
</tr>
</thead>
<tbody>
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Lecture

Laboratory

This course is:
- □ A specific requirement for curriculum shown above.
- □ A prerequisite for a course specifically required by the curriculum.
- □ Needed to refresh critically needed background. (Repeat)
- □ Elective from list structured for curriculum above.
- □ Other: ________________________________

The required course is:
- □ Needed to refresh critically needed background. (Repeat)
- □ Elective from list structured for curriculum above.
- □ Other: ________________________________

For Force Adds

With the addition of this course, my total credit hour load will be ________________ credits.

**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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Academic Advisor Signature</th>
<th>Date</th>
<th>Dean’s Office Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Revised May 26, 2016