

Student ID No:	CAUS Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:
Academic Level (Check):	FR SO JR SR

Term (Check):	Fall Spring Summer I Summer II Winter
Year:	

This form is to be used by students with a primary major in the College of Architecture & Urban Studies and **only after the force add deadline has passed** (after the 5th day of classes).

- Complete this form and present it to the instructor for his/her signature.
- Return completed form to 202 Cowgill Hall. The Associate Dean of Academic Affairs will review your request.
- An instructor's signature is required or the request will not be reviewed.
- Requests cannot be processed if there is a hold on your account. Students are responsible for resolving holds prior to being force added to a class.

Course Requested to Late Force Add

CRN:			
Department:	Course Number:	Course Title:	Credit Hours:
Instructor's Name:	Grade Mode (Check One):	A/F P/F AUD	

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Department Head/
Program Chair Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

CAUS Associate Dean of Academic Affairs (202 Cowgill Hall)

Office Use Only:

Date Received: _____ Date Processed: _____ Processed by: _____