

Late Course Add Petition

Student Information (*PRINT CLEARLY; all fields required*):

Full Name: _____ **Student ID #** (*e.g. 000162030*) _____

Classification: Undergraduate: FR___ SO___ JR___ SR___
 Professional: M.Ed. ___ M.P.P. ___ Ed.D. ___ Non-degree ___

Anticipated Date of Graduation: Aug___ Dec___ May___ (year) 20___

Major/Program: _____ **Major Track(s), if applicable:** _____

Email Address: _____@vanderbilt.edu

Under exceptional circumstances and with good justification, schedule modifications past the change period may be authorized. Such changes will require the approval of the instructor and the Office of Academic Services.

Course Information:

<i>Subject (ex: HOD)</i>	<i>Number <u>and</u> Section (ex: 2400-03)</i>	<i>Course Title</i>
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Instructor

Justification for a late course change action:

For the Instructor to Complete:

Has the student been attending the class? YES NO

If yes, since what date? _____

Is it possible for the student to make up missed work? YES NO

Is the course currently closed? YES NO

 Student's Name & Signature Date

 Instructor's Name & Signature Date

OAS Use Only

 OAS Signature Date

Please return to:

The Peabody Office of Academic Services

215 Peabody Administration Building
 peabodyacademicservices@vanderbilt.edu

Phone: (615) 322-8400