INSTRUCTOR Form
To Add a Class After the Deadline

Date: ______________ Name of Student: ____________________________ UNI: ____________
Course Title & Number: ______________________________________________
Name of Instructor: __________________________________________________

The student named above wishes to add your course. Because the deadline for adding courses has passed, approval of the Committee on Academic Standing is required. The Committee must have your input to consider the request. Please note that you have no obligation to allow a student to join your class late, and Committee approval is not automatic.

1) When did this student begin attending your course?

2) What written assignments, exams, or quizzes has the student missed? How can he/she make up the work?

3) If the student has missed a substantial number of classes, can he/she make them up?

4) Is there any other relevant information? Do you object to the student adding your course at this time?

Please return this form to the student as soon as possible. If you have any questions, please contact the Center for Student Advising. Thank you.

Instructor’s Name
Date

Signature

Center for Student Advising
403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (f)