

CMR 44 Request Form for Late Class Adding

(To be used only for extenuating circumstances beyond student's control)

Date

Topic: Request for adding a class after the established deadline of semester...../.....

To: Dean of Faculty (Offering the class)

I,....., student ID

Faculty Major Advisor

Contact address

Telephone Registered for semester/..... and I

ensure that the tuition fees for the indicated semester have been paid.

Request for adding a class:

Course number Section / (Prerequisite must be satisfied)

Please indicate the reason you did not register for this class by the deadline (relevant / supporting documents are required)

.....
.....
.....

Please consider the request.

Student's signature

Approval of advisor:

Advisor's signature

(.....)

Approval of department offering the class:

..... Approved / Denied Remarks:.....

Department head's signature

(.....)

Approval of Faculty offering the class:

..... Approved / Denied Remarks:.....

Dean's signature

(.....)