EAST TENNESSEE STATE UNIVERSITY
STUDENT REQUEST FOR PERMISSION TO LATE ADD
WITH DEAN’S PERMISSION (SEE SCHEDULE OF CLASSES CALENDAR)

I. STUDENT: COMPLETE THIS SECTION.

Name ___________________________ ID #: ___________________________ Telephone ___________________________

Classification: ____________________ Department: ____________________ Major: ____________________

Briefly explain your reason for this request. Only requests with “clearly extenuating circumstances” which prohibited timely registration/add will be considered.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT’S SIGNATURE ___________________________ DATE ___________________________

II. INSTRUCTOR/DEPARTMENT APPROVALS - REQUIRED AFTER LAST DAY TO LATE REGISTER, LATE ADD, SELECT P/F, ETC.

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<tr>
<th>Call #</th>
<th>COURSE ID</th>
<th>ATTENDING CLASS?</th>
<th>INSTRUCTOR’S APPROVAL</th>
<th>DEPARTMENT CHAIR’S APPROVAL</th>
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This form must be presented to the Registrar within one week of earliest instructor’s approval.

III. DEAN/REGISTRAR APPROVAL - REQUIRED AFTER DEADLINE FOR LATE REGISTRATION BY PERMIT ONLY. GRADUATE DEGREE-SEEKING STUDENTS PRESENT THEIR DOCUMENTS TO THE DEAN OF THE COLLEGE IN WHICH THE CURRICULUM IS OFFERED. GRADUATE NON-DEGREE STUDENTS ARE REVIEWED BY THE SCHOOL OF GRADUATE STUDIES.

Dean’s Comments:

Approved/Disapproved: ___________________________ (Circle one) DEAN OF MAJOR SCHOOL/COLLEGE ___________________________ DATE ___________________________

Registrar’s Comments:

Approved/Disapproved: ___________________________ (Circle one) REGISTRAR ___________________________ DATE ___________________________

IV. Processed

By: ___________________________ Date: ___________________________

V. Fee Payment

Payment of your fees is required on the same day as processed.