



Subject: Late Add Procedure	Effective Date: 8/1/2023
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Congruent with the [University Late Add Policy](#), the College of Health Professions and Sciences (CHPS) will consider student requests for a Late Add to courses that are offered by CHPS departments and schools. Students interested in obtaining a late add into a course housed in another college, must contact the advising office of the respective college to inquire about the late add process. College course offerings can be reviewed in the [Undergraduate Student Catalog](#).

Late add requests are reserved for extenuating circumstances, and they are accepted only during the second week of the semester. No request will be accepted after the second week of the semester.

Late Add requests will be reviewed if the following criteria is met:

- Late Add requests should be submitted ONLY for open courses offered through CHPS.
- Students should not have any holds or enrollment restrictions preventing registration.
- When petitions are received, the student's academic record will be reviewed to determine if additional information or follow-up meeting is needed as part of the review process.

To be considered for a Late Add, students should:

1. Complete the CHPS Late Add Petition Form below.
2. Sign the Late Add Petition Form and get the faculty member's signature on the form indicating their agreement for late add.
3. Submit the completed Late Add Petition Form to the Director of Academic Advising in CHPS at Andrea.Velez@ucf.edu, **no later than 12:00 noon Friday of the second week of the semester.**

When the request is submitted, please allow time for review and processing. If the request is approved by the College of Health Professions and Sciences, the late add request will be submitted to UCF Academic Services for final review and approval. Student will be notified of the decision of Late Add.



Late Add Request Petition Form

Petitions will be reviewed and approved by the College; final approval is granted by the University

Contact Information

Semester and Year: Summer _____ Fall _____ Spring _____

Name: _____ UCF ID: _____

Email: _____@UCF.Edu Phone #: _____

Course Information

Select one: ADD SWAP* (if Swapping, see below)

Add/SWAP Ex. Add	CRN Number Ex. 12345	Prefix Ex. HSC	Course Number Ex. 3110	Section # Ex. 0001	Day/Time Ex. Mon 4- 5pm	Instructor Ex. Jane Doe	Credits / Units Ex. 3

*For students requesting SWAP's, provide course information for course to be removed:

Briefly state the reason for the Late Add Petition. What prevented you from adding this course prior to the published Add Deadline? _____

Student Confirmation

Read and Mark Next to Each of the Statements Below:

_____ I have verified that I meet the prerequisite for the requested course and that the course is currently open and available this semester.

_____ If necessary, I have secured a class limit or prerequisite override for this course and attached the override to this petition.

_____ I have checked with all the appropriate offices: Office of Financial Aid, UCF Global, UCF Athletics, etc. to see how this course will affect my term requirements.

_____ I understand that I may meet with a representative of CHPS Student Academic Services to review and submit this request.

I AFFIRM THAT: I have verified that currently I have no registration holds on my record. I understand that I will be responsible for any (and all) tuition and fees associated with this late add request.

Student's Signature (Required): _____ **Date:** _____

Faculty Signature (Required): _____ **Date:** _____

Faculty signature acknowledges approval for student to be enrolled in course past the add/drop deadline.

For Office Use Only

Department Chair/Program Manager Signature: _____ **Date:** _____

Office Use Only: Late Add/Swap Processed by: _____

Date: _____ **E-form #:** _____