



Undergraduate Academic Affairs
 College of Humanities and Social Sciences
 College of Science
RETROACTIVE ADD REQUEST

	OFFICE USE ONLY
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*Mr/Ms: _____

*G#: _____

*Address: _____

*GMU email: _____@gmu.edu

Official correspondence may be sent to this address.

City State Zip

Telephone: if yes, we will leave a detailed message on voice mail
 Home () _____ Message? yes/no
 Cell/Work () _____ Message? yes/no

*Major: _____

***Required Information**

State why you were not able to add the course before the last day of classes and the details you wish the Dean to consider. Retroactive adds are only granted in cases of documented university error; proof of university error should be attached to this request. *Required documentation must be provided within 30 days of receipt of your request to the Undergraduate Academic Affairs Office. After 30 days, the request will be automatically denied.*

Course Title: _____, CRN: _____, Semester: _____, Professor: _____

Read and Sign: I understand that requests are not effective unless approved by the Undergraduate Academic Affairs Office. I certify that the above information is accurate and not in violation of the Honor Code. Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached. I have read and will comply with the rules, regulations, requirements and academic policies of the college and university.

 Student's Signature

 Date