

STUDENT FORCE ADD FORM

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

1. Fill out the force add form completely including your signature.
2. Return the form to the **DEPARTMENT** of the course you are trying to force add.

| | | | | | | | | |
|---|----------------------|-----------------|---|-----------------|--------|---|--------------------------------|------|
| Student: I.D. number | | last name | first | middle | major | academic level | term | year |
| FORCE-ADD REQUEST REV SEP 1983 VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY | | | | | | | | |
| INDICATE THE ONE COURSE FOR WHICH CHANGES ARE REQUESTED ON THIS FORM: | | | | | | | | |
| department | number | title | | | | credit hours | | |
| | DROP | | FORCE-ADD | | | | s/departamental representative | |
| | operator use only | index number | dept. rep. use only | index number | option | | | |
| | | | | | A/F | P/F | AUD | |
| Lecture | | | | | | | | |
| Laboratory | | | | | | | | |
| This course is: | | | | | | | | |
| <input type="checkbox"/> Specific requirement for curriculum shown above. | | | <input type="checkbox"/> Needed to refresh critically needed background. (Repeat) | | | | | |
| <input type="checkbox"/> Prerequisite for a course specifically required by curriculum above. The required course is: _____ | | | <input type="checkbox"/> Elective from list structured for curriculum above. | | | <input type="checkbox"/> Other, Explain _____ | | |
| With addition of this course, total credit hour load will be: _____ | | | | | | | | |

INSTRUCTIONS: Obtain required signatures. (Dean's APPROVAL required for: 1. overloads, 2. Adds and Drops by undergraduate students after DEADLINES, 3. Adds and Drops by graduate students after classes begin.) Then, submit this form to the departmental representative for the department or division offering the course indicated above. The departmental representative will indicate APPROVAL or DENIAL of your request.

Signed _____ student _____ date _____ Signed _____ course adviser _____ date _____