TCU COLLEGE of FINE ARTS

Late Add/Drop Approval Form

Instructions to the Student:

1. Complete this form using course information (see class search) Instructor name, and enrollment hours. A reason must be provided for the request.
2. Obtain signatures of approval from the Department/School Director or Assistant/Associate Chair/Director in your major.
3. A signature from the course instructor is required.
4. Email completed form to CoFADegreePlan@tcu.edu, or submit in-person to Moudy North 104. Incomplete forms will not be processed.
5. **NOTE: Seniors graduating in the current semester may be requested to provide additional documentation or permission to change enrollment.**
6. Please allow 24 hours for the approved change to be processed, if approved. Students are responsible for confirming their correct enrollment.

DATE: _____

TO: Coordinator of Degree Certification, College of Fine Arts

FROM: Department/School: _____

CC: Unit Chair/Director or Assistant/Associate Chair/Director: _____
                                                                                                                    (print name)

SEMESTER_____ YEAR _____
                          (Fall/Spring/Summer)

STUDENT_____ ID # _____ CFA Major: _____
                          (print student name)

Reason for Request:

ADD course(s):

Class Nbr	Course Subject & Number – Section	Instructor Printed Name	Credit Hours

DROP course(s):

Class Nbr	Course Subject & Number – Section	Instructor Printed Name	Credit Hours

Student SIGNATURE:_____

Unit Chair/Director SIGNATURE: _____

Instructor's SIGNATURE:_____

Rev 9/01/2022