



Instructions and Guidelines:

1. Late add requests submitted in weeks 2 and 3 of the semester require approval by the Associate Dean of Academic Affairs. Late add requests submitted after week 3 require approval by the Dean of the College of Fine Arts.
2. Complete this form in its entirety. A reason must be provided for the request. Incomplete forms will not be processed.
3. Obtain signatures from the Department Chair/School Director or Assistant/Associate Chair or Director of your major AND from the instructor of the course.
4. Email completed form to CoFADegreePlan@tcu.edu.
5. **NOTE: Seniors graduating in the current semester may be requested to provide additional documentation for permission to change enrollment.**
6. If approved, the Associate Dean for Academic Affairs will notify the student of approval and adjust the student’s schedule. Please allow 24 hours for the change to be processed. If denied, the Associate Dean will notify the student. **Students are responsible for confirming their correct enrollment.**
7. **Note: Additional financial charges may be applied to your student account as a result of adding a course.**

Date: _____ Name: _____ ID#: _____

Email: _____ Major/Degree: _____ Semester/Year: _____

Reason for Request (required):

ADD course(s):

Class Number	Course Subject & Number – Section	Credit Hours	Instructor Name	Approval Notes (for Dean’s office only)

DROP course(s):

Class Number	Course Subject & Number – Section	Credit Hours	Instructor Name	Approval Notes (for Dean’s office only)

I understand that additional financial charges may be applied to my student account if my added course results in a credit-hour overload.

Instructor’s Signature Date

Dept Chair/School Director’s Signature Date

Student’s Signature Date

Associate Dean for Academic Affairs’ Signature (Weeks 2 and 3) Date

Advisor’s Signature Date

Dean’s Signature (after Week 3) Date