

St. Cloud State University

Late Add Policy

A Late Add is a request for approval from Academic Affairs to add a student to a class list **after** the term has ended.

Late Adds are considered only for **extenuating circumstances** with documentation provided by the student.

Late Add requests require approval from instructor of the class and the Office of Academic Affairs.

Procedures for Requesting Consideration of Late Adds

- Contact the office of the department offering the course to obtain an official request form. Requests for late adds should be submitted to the Office of Academic Affairs (AS 209) no later than one semester from the last day of the semester of occurrence:
 - Fall Semester Course – Deadline is the last day of the following Spring semester
 - Spring Semester Course – Deadline is the last day of the following Fall semester
 - Summer Term Course – Deadline is the last day of the following Fall semester
- A late add will be considered only if there are significant circumstances beyond the student's control which affected the student's ability to register for the course.
- The Office of Academic Affairs will notify the student and faculty of the decision.
- If a late add is approved, the student will be required to make payment in full for the course prior to course registration.