



Office of Student Success and Academic Services, Enterprise Hall, Room 008  
E-mail: [busreqst@gmu.edu](mailto:busreqst@gmu.edu), Phone: 703-993-1880

### STUDENT LATE ADD REQUEST\* (Costello College of Business Courses Only)

You are requesting an exception to Mason and the Costello College of Business policies for late adding a course(s). The Costello College of Business automatically denies requests for a late add after the second week of courses (Fall/Spring semesters) or after the first week of a Summer session has ended and does not approve late adds into closed course sections. It is strongly recommended that you meet with an Academic Advisor prior to submitting this request. *Please note that any requests made without required documentation will be automatically denied.*

\*Late add(s) may be subject to additional fees. Please contact the Mason Student Services Center [mssc@gmu.edu](mailto:mssc@gmu.edu) for more information.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_ G Number: \_\_\_\_\_

Mason E-Mail: \_\_\_\_\_@gmu.edu Daytime Phone: \_\_\_\_\_  
(Students are notified of decisions via Mason email ONLY)

Prior to pursuing this request: *If you are receiving any form of financial aid, review your status with the Mason Student Services Center located on the ground floor of Student Union Building I. If you are an International student, contact the Office of International Programs and Services.*

Semester and Year of Course(s) to be Added: ☐ Fall 20 \_\_\_\_\_ ☐ Spring 20 \_\_\_\_\_ ☐ Summer 20 \_\_\_\_\_

| Course Name | CRN | Instructor | Instructor's Email |
|-------------|-----|------------|--------------------|
|             |     |            |                    |
|             |     |            |                    |
|             |     |            |                    |
|             |     |            |                    |
|             |     |            |                    |

Current hours this semester BEFORE this late add action: \_\_\_\_\_

#### ***The following must be submitted with this form:***

1. Written statement explaining the specific, unforeseen circumstance(s) that prevented you from registering/late adding this course(s) before the posted last day to add semester deadline.
2. Relevant documentation to support reasons given in your written statement.
3. Please submit this form, your written statement, and all relevant supporting documentation to [busreqst@gmu.edu](mailto:busreqst@gmu.edu).

#### **DIRECTOR'S/ASSISTANT DEAN'S DECISION**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

Director/Assistant Dean \_\_\_\_\_ Date \_\_\_\_\_