Late Schedule Adjustment
GUIDE for Submitters, Reviewers, and Students
Form must be submitted by either
Advisor, Instructor, or Department only

Students may request a late schedule adjustment **after** the **Last Day to Add** for the course's part of term through their department or instructor with the restricted form, Late Schedule Adjustment. Refer to the Academic Calendar (Fairfax, Mason Korea) to ensure you are submitting the form in the correct time frame. The form requires the Instructor and Course Department approval. If the form is submitted **after** the **Last Day to Drop Classes (with 50% tuition refund)**, the form requires the Course Dean's Office approval. The student will receive an email once the form has been approved and processed.

Quick links:

Submitter	**Instructor**	**Department**	**Dean**	**Student**

SUBMITTER VIEW

Choose up to 1 adjustment. Additional adjustments require a new LSA form.

☐ **Late Add**   ☐ **Change of Section**   ☐ **Credit Adjustment**   ☐ **Cross-Listed Course Adjustment**

LATE ADD
 Only one course can be added per form, allowing only for a **linked section/lab** in the second line.

CHANGE OF SECTION
Changing from one section of a course to another of the exact same course.
Linked sections must be replaced by **another set of linked sections**.

CREDIT ADJUSTMENT
Applies only to a course you're already enrolled in and is a **variable** credit course.

CROSS-LISTED COURSE ADJUSTMENT
Cross-listed courses = Courses taught by the same instructor, on the same day, same time and at the same location.
This can be used to change sections of **CROSS-LISTED** COURSES ONLY.
Not to be used for dropping/adding different sections of the same course.

CRN	Subject (e.g. BIOL 101)	Course# (e.g. BIOL 101)	Section	# Credits
* [ ]	* [ ]	* [ ]	* [ ]	* [ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Questions or concerns, contact regwf@gmu.edu

Reason for request
*

[text area]

[Attach File]

Instructor Email: *[_____]

Enter the course instructor's name and email address above.
This is either the NEW instructor for Add or Change Section or CURRENT instructor for Credit Adjustment or Cross-Listed Course Adjustment.

Be sure you're entering the correct email address!

INSTRUCTOR VIEW

*Ensure the student is eligible and there is room in the course. If the student requires overrides or you need to increase the capacity of the section, please provide that or work with your department to complete that before approving.

Instructor can review the request and approve the form by signing and submitting the form.

If the form needs corrections click the "Return for revision" button at the bottom. A guide can be found here: **Rejecting or Sending for Revision**.

Be sure this has been submitted after the **Last Day to Add**.
Check the Academic Calendar for more details: Fairfax and Mason Korea.

Please review the above information submitted by the student. If **approved**, enter your department chair/director's email and sign the form.
If the information above is **incorrect** or **denied**, click "Return for revision" at the bottom and write that you have **denied** the form or what exactly needs to be **changed**.

DEPARTMENT VIEW

*Ensure the student is eligible and there is room in the course. If the student requires overrides or you need to increase the capacity of the section, please provide that before approving.

Department can review the request and approve the form by doing the following:
- Enter any relevant comments – optional
- Indicate whether the form was submitted after the Last Day to Drop (with 50% Tuition Refund) - required
  - If so, select the Course's College/School
- Specify a deadline for the student to respond
- Indicate whether the student's circumstances warrant waiving the late fee – optional
- Sign the form

If the form needs corrections click the "Return for revision" button at the bottom. A guide can be found here: **Rejecting or Sending for Revision**. Ensure you are selecting the correct person to return – Note: **only the original Submitter** can adjust the initial top part of the form.

Department Comments

[text area]

Did the student initiate this form AFTER the Last Day to Drop (with 50% Tuition Refund) for the course's part of term?
Check the Academic Calendar for more details: Fairfax and Mason Korea.
*

☐ **Waive Late Fee**

I confirm the student **meets the course requirements** (i.e. standing, time conflicts, campus) and we have increased the **course capacity or provided a CLOSED override (if necessary)** in order to process this form.

DEAN VIEW

The Dean can review the request and approve the form by doing the following:
- Indicate whether the student's circumstances warrant waiving the late fee – optional
- Specify a deadline for the student to respond
- Sign the form

If the form needs corrections click the "Return for revision" button at the bottom. A guide can be found here: **Rejecting or Sending for Revision**. Ensure you are selecting the correct person to return – Note: **only the original Submitter** can adjust the initial top part of the form.

☐ **Waive Late Fee**

STUDENT VIEW

Review the submitted form, read and confirm the acknowledgements, and sign if you want to move forward with the Late Schedule Adjustment request. You will receive an email once the form has been processed and adjusted in your schedule.

ACKNOWLEDGEMENTS
* ☐ I understand the terms of the Financial Responsibility Agreement.

* ☐ I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.