**Late Add Process & Guidelines for CASE courses**

The late add process is a student-initiated process and is currently facilitated via DocuSign. The link for students to initiate the form is here: [DocuSign](https://powerforms.docusign.net/99f32758-574b-48b3-9883-1c95b26eb1f1?env=na3&acct=7bc0192a-2fcf-424b-ba3d-0b21bd198cce&accountId=7bc0192a-2fcf-424b-ba3d-0b21bd198cce&recipientLang=en) Note that degree-seeking students need the approval of the instructor, advisor, and Dean’s designee for the college. Non-degree seeking students do not have an advisor and therefore do not need an advisor signature.

**Why would a student need a Late Add?**

* Late adds can be a result of a student having been registered and dropped for non-payment **OR** a student seeking to enroll in a course for which they were never enrolled.

**Who needs to approve a Late Add?**

* **Instructor Approval**: Students will need to input their instructor’s name and email. The form will route to instructor first.
	+ *Instructors should only approve the form if : 1) the student will be provided with opportunities to complete any missing coursework AND 2) they feel that the late add is warranted given the student’s extenuating circumstances.* If these conditions are not met, the form should be declined.
	+ **Instructors should use the comment box section of the DocuSign form to provide their full support with a statement attesting to the conditions above.**
		- Failure to add a comment or attesting to the student's success in the course will result in the Dean Designee requesting additional justification via email from faculty member prior to final review and/or approval.
	+ **If allowing a student into a closed course,** instructors should ensure that the room capacity will allow for an additional student AND make sure to check the appropriate closed course box
	+ **Instructors should only select the “audit” box** if they are sure that the student does not need the course to satisfy a graduation requirement AND the student does not need a letter grade report.
* **Advisor Approval:** Students will need to input their advisor’s name and email. To determine who their assigned advisor is, students should log into their Panther Success Network. This can be accessed via the Academic Advising tile in their MyFIU portal. Students should NOT input their advisor’s Panther Success email; only the email ending in @FIU.edu.
	+ *Advisors should only approve the form if the course being added is necessary for graduation and appropriate given student’s academic record*. If these conditions are not met, the form should be declined.
* **Dean’s Designee Approval**: Requests will be routed to the appropriate Dean’s designee depending on the course the student is trying to late add – CASE courses will route to caseadvising@fiu.edu. The Dean’s designee will review the request to ensure that a late add is warranted, that the course is degree applicable and that the student can still be successful in the course.
	+ **Dean’s designees may reach out to the instructor and the student for additional justification**. A memo or email from the instructor will be requested if not provided in the Docusign form – the email should state that the student will be provided with opportunities to complete any missing coursework.

**Late Add Deadlines:**

* Late adds will not be accepted after the DR deadline for the term/session. For Summer 2024 the dates as are as follow:
	+ Summer C courses: **Monday, June 24th, 2024** (week 10 of the 12 week semester)
	+ Summer A courses: **Monday, June 3rd, 2024** (week 4 of the 6 week semester)
	+ Summer B courses: **Monday, July 15th, 2024** (week 4 of the 6 week semester)

Thank you in advance for your support.

Wishing you all a wonderful Summer semester,

Jacky

**Jacqueline Diaz**

Director

Center for Advising & Student Success

College of Arts, Sciences & Education

Florida International University

Office: ZEB210 / Phone: 305.348.2978

<http://caseadvising.fiu.edu>

