Computer Science Force-Add Request

(All parts of items A through M must be completed. **Forms with missing information will not be processed.** Additionally, if the course has a prerequisite, a completed CS Prerequisite Form must accompany this form.)

A. _______________________________________ ____________________________  _____________________
   Last name (printed)    First name   Student ID

B. e-mail (VT e-mail addresses only):  _____________________________________________________________

C. __________________________________________________________________ _____________________
   Current major(s)                          Options, if applicable

D. Minors already on Registrar’s records:  __________________________________________________________

E. Class level, based on hours completed to degree: FR____ SO____ JR____ SR____ MS____ PhD____ other____

F. Actual semester & year you expect to graduate:  Fall 20__        Spring 20__       Summer 20__

G. _______________ ______________________________ ___________________________________
   Course Number CRN(s) (leave blank if no preference) Grade option (A/F or P/F only; no Audit)

H. Course, if any, to be dropped if this one added:  i. None _____       ii.  Course ___________  & CRN _________

I. How many times have you previously taken the course you wish to force-add, (include attempts that ended in a
   course withdrawal  after the last drop date)?   _____

J. Did you request this course during Course Request (Registration) last semester? Yes ____  No ____  If no, why
   not?___________________________________________________________________________________ _

K. List all other CS courses in which you are enrolled this semester: ________________________________

L. Check the **one** most important reason why you are requesting this course:
   i. _____ This specific course is **required** for my current **MAJOR** and no other course will fulfill this requirement.
   ii. _____ This course is in a group from which I can **choose** one to meet a requirement for my **MAJOR**.
   iii. _____ I need this course to qualify for internal transfer to the Computer Science **MAJOR**.
   iv. _____ I need this course for the Computer Science **MINOR** and I have already **officially** added the CS **MINOR**.
   v. _____ I need this course because I want to **add** the Computer Science **MINOR** but have not yet done so.
   vi. _____ Other:______________________________________________________________________________

M. Signature __________________________________________________________    Date _________________

N. If you have special circumstances to be considered, you may add a brief explanation on the back of this form.

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**Falsification of information on this form is a violation of the honor system. Responses will be verified and violations prosecuted.**

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CS Department Use Only:

<table>
<thead>
<tr>
<th>Priority code</th>
<th>Approve</th>
<th>Deny</th>
<th>Reviewer Initials</th>
<th>Date</th>
</tr>
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08/11/2010