Late Swap Appeal Form

Students may swap classes up until the "Last Day to Register/Add a Course as listed on the Academic Calendar. After this deadline, students may appeal for a late class add through the appropriate academic division office.

(Student, please complete and take the form to the division dean's office. To avoid being dropped from the class for nonpayment, students granted a late add need to pay for the course either online or through the Cashier's Office on the same day student is added to the class.)

Student Name: _____
Last First M.I.

Student ID Number: _____ Semester/Year: _____

Class Catalog (Example: ENG 111-01) -

From: _____ To: _____

Class Number (Example: #56849) -

From: # _____ To: # _____

Student Explanation:

☐ Student has regularly attended/participated in class, or

☐ Other: _____

Instructor Name: _____

Division Dean Signature: _____ Date: _____

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kim Van Savage, Chief Human Resources Officer, kvansavage@pvcc.edu, 434-961-6567, 501 College Drive, Charlottesville, VA 22902