Late Add Petition

Student Name:_____ **Student ID#:**_____

Semester:_____

The "late add" period **ends the first week after add/drop**. Students who have a **documented extenuating circumstance** can complete this form and petition to be allowed to late add. If your petition is not approved you will need to enroll in the course in a future semester. If your petition is approved because of extenuating circumstance, you will need to pay $15 per add; this fee cannot be waived and payment cannot be deferred.

Please read the following instructions carefully as incomplete petitions must be denied:

1. Outline the extenuating circumstance in the space below (continue on the back if you need more space) and attach documentation to support your extenuating circumstance.
2. Present this petition to the course instructor. If s/he supports your petition, s/he will need to sign below.
3. Bring the completed petition to the Registrar's Office *immediately*.
4. ***If*** approved, make payment ($15 per add).

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Faculty Approval: I have read this student's petition and am willing to allow him/her to enter my class:

_____	_____	_____
(CRN and Course Number)	**(Instructor's Signature)**	**(Date)**

Final Approval: ◯ **Approved** ◯ **Denied** _____ _____
(Registrar's Office) **(Initials)** **(Date)**