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).

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

(CRN and Course Number)	(Instr	uctor's Signature)	(Date)
Final Approval: Approved / (Registrar's Office)	Denied	(Initials)	(Date)

cc: student file, Provost Office