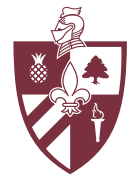# PETITION TO LATE-ADD A COURSE

BELLARMINE UNIVERSITY
IN VERITATIS AMORE

Student's Name: _____ ID#:_____

Anticipated Graduation Date: _____ Semester/Year: _____

Academic Program/Major: _____ Minor: _____

Course Subject and Number	Section	Credits	Course Title	Instructor's First and Last Name

1. Published deadline date for adding this course: _____

2. Date you are requesting to add the course: _____

3. Reason you are requesting to add the course: _____

_____

4. Reason(s) for missing the published deadline: _____

_____

Student's Signature: _____ Date: _____

This petition may impact financial aid, tuition and fees. Contact the Office of Student Accounts and Financial Aid directly to discuss this petition prior to submission. Signatures of the parties below indicate their approval of the late-add request. Final confirmation is granted by the Registrar's Office.

Required Signatures of Approval
Course Instructor's Signature: _____ Date: _____

Dept. Chair (for the course) Signature: _____ Date: _____

Why do you support this petition?_____

_____

Academic Dean (for the course) Signature: _____ Date: _____

Submit completed and signed form to:
Bellarmine University Office of the Registrar   registrar@bellarmine.edu   Phone: 502.272.8133
Centro, Horrigan Hall 205