Petition to Late-Add a Course

Student's Name: _____   Semester/Year: _____

ID Number: _____   Program of Study: _____

Course Subject and Number	Section	Course Title	Credit Hours	Instructor's Name

Petition Information

1. Published deadline date for adding this course: _____

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

3. Reason(s) for missing the published deadline:

   _____

   _____

   _____

4. 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   Date

Course Instructor: _____   _____

Dept. Chair (for the course): _____   _____

Academic Dean (for the course): _____   _____

Return completed/signed form to the Registrar's Office, Centro: Horrigan Hall 205