LATE ADD PETITION REQUEST

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. The **LATE ADD PETITION REQUEST FORM** is used when a student would like to add a class after the last day to use a permission number (CENSUS DATE) for the course. Refer to Important Registration Deadlines on the Admissions and Records website for dates. Student and Faculty sections must be completed before submission to the office.

STUDENT SECTION ► Student section to be completed entirely by the STUDENT

LAST NAME: _____ FIRST NAME: _____ MI: _____

STUDENT ID#: _____ EMAIL: _____ PHONE: _____

CLASS NUMBER: _____ COURSE TITLE: _____

INSTRUCTOR NAME: _____

STUDENT EXPLANATION ► Please explain the reason for this request provided in the space below:

_____

_____

I certify that the statement above is true. I acknowledge that false statements or forged documentation can result in disciplinary action under the Student Code of Conduct.

STUDENT SIGNATURE: _____ **DATE**: _____

FACULTY SECTION ► Faculty section to be completed entirely by the FACULTY

1. The CENSUS DATE for this class is: _____
2. The student started attending the class on this date: _____
3. Student given permission to add on this date: _____
4. Student has completed all tests/assignments up
   to this date: ☐ YES   ☐ NO
5. The permission number given to the student is: _____

I have reviewed the student's information and certify that the statements above are true and accurate.

_____   _____   _____
   INSTRUCTOR SIGNATURE   **DEAN SIGNATURE**   **DATE**

OFFICE USE ONLY

☐ APPROVED   ☐ DENIED Reason: _____

DATE RECEIVED: _____   STAFF INITIALS: _____