

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: _____ DATE: _____

CLASS NUMBER: _____ COURSE TITLE: _____ SECTION: _____

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

 DEPARTMENT HEAD SIGNATURE

 DEAN SIGNATURE

 DATE

 DATE

 DATE

OFFICE USE ONLY

APPROVED DENIED REASON ▶ _____

REVIEWED ON DATE: _____

STAFF INITIALS: _____