

## Undergraduate Late Add Petition

### Student Information:

Student Name \_\_\_\_\_ Workday Student ID# \_\_\_\_\_

Student Email Address \_\_\_\_\_ Date of Request \_\_\_\_\_

### Registration Information:

Term (Fall/Spring/Summer): \_\_\_\_\_ Year: 20\_\_\_\_\_

Class (Subject/Catalog #/Section i.e. CHEM 18A, Sec 2): \_\_\_\_\_

### Request Details:

***This section must be completed before obtaining the instructor's signature.***

Please explain why your request to add this class is being received after the official deadline. Include in your explanation any attempts you have made thus far to add the course:

Please fill out the following:

Dates the Course Has Met	Attended?	Assignments to Date	Completed?

### Required Signatures:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Please confirm that the Request Details are accurate prior to signing.***

Instructor's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You will be notified of the decision on your petition after it has been reviewed by the Committee on Academic Standing (COAS), or its Executive Council (EXCO).*