



Petition to Add a Class After the Deadline

Petitions to add a class after the published deadline are accepted for review when a student has extenuating circumstances that prevented them from adding the class prior to the deadline. Students must supply documentation supporting the student's reason and obtain the below approvals. Once the student signs/dates this form, all other signatures/dates must be obtained within 2 weeks. Once approvals are secured, the Petition and documentation must be submitted immediately to the Registrar's Office or your local Distance Learning campus for review, approval, and processing. IF your request is denied by the processing office it will be returned to you with further appeal instructions.

A LATE ADD PROCESSING FEE OF \$25.00 MAY BE REQUIRED FOR EACH PETITION PROCESSED AFTER THE PUBLISHED ADD DEADLINE. THE LATE ADD PROCESSING FEE FOR M16 WEEK CLASSES IS \$100 PER TERM FOR CLASSES ADDED AFTER THE PUBLISHED 21 DAY CENSUS DATE. These fees are non-refundable.

Student Name _____ Student ID Number _____
Last First MI

Student Email _____ Student Phone No. _____ U/G Student Grad Student

Term (check one) Fall Winter Spring Summer (Session _____) 20_____

Class Information: Course Title _____ Class Number _____

Course Prefix _____ Number _____ # of Units _____ Lab Class Number _____

In the space below, please provide specific reasons why this petition should be approved (attach supporting documentation):

Student's Signature **Date (Required)**

MOUNTAIN CAMPUS STUDENTS ONLY!

(all approvals must be obtained within two weeks and the form/documentation submitted for processing immediately)

Reviewed By (Required) _____
Advisor's Signature Date (Required) Department Stamp

Approved Denied _____
Instructor's Signature Date (Required) Department Stamp

Approved Denied _____
Dean's/Designee's Signature Date (Required) Department Stamp
(academic unit offering class)

DISTANCE LEARNING STUDENTS ONLY!

(all approvals must be obtained within two weeks and the form/documentation submitted for processing immediately)

Approved Denied _____
Instructor's Signature Date (Required)

Approved Denied _____
Area Coordinator's Signature Date (Required)

Approved Denied _____
Dean's/Designee's Signature Date (Required)
(academic unit offering class)

PROCESSING OFFICE ONLY! Approved Denied

Processed By _____ Date (Required) _____