

PETITION FOR LATE COURSE ADJUSTMENT (ADD ONLY)

STUDENT'S NAME _____

STUDENT'S SS# _____

MAJOR _____

COURSE NUMBER/SECTION/TITLE _____

EXTENUATING CIRCUMSTANCE (THIS MUST BE COMPLETED) _____

Student must obtain the following three signatures to be permitted to course adjust:

RECOMMENDED DENIED

SIGNATURE OF INSTRUCTOR _____ DATE

RECOMMENDED DENIED

SIGNATURE OF CHAIRPERSON _____ DATE

APPROVED DENIED

SIGNATURE OF DEAN'S REPRESENTATIVE _____ DATE

An add fee of \$15.00 per course added will be automatically billed to the student by the Bursar.

Courses may be dropped from a student's schedule the first week of classes without a record of the dropped course(s) appearing on the student's permanent record. Beginning the second week of classes, withdrawal forms must be approved and submitted to the Registrar's Office for processing and an approved Petition for Late Course Adjustment form will be required. A late fee of \$15-00 per course will be charged.