

PETITION TO ADD A CLASS LATE

Please
check one: Fall Spring Summer TERM:

STUDENT NAME: _____ ID NO.: _____

CRN	SUBJECT	COURSE	SEQ	DAYS	TIMES	UNITS	INSTRUCTOR

DETAILED REASON FOR PETITIONING TO ADD A CLASS LATE: (STUDENT COMMENTS REQUIRED)

PLEASE NOTE: I UNDERSTAND THAT BY ADDING THIS CLASS LATE I AM RESPONSIBLE FOR ALL FEES EVEN IF I LATER DROP OR WITHDRAW FROM THIS COURSE.

STUDENT SIGNATURE

DATE

TO BE COMPLETED BY THE INSTRUCTOR

RECOMMENDED APPROVAL
 RECOMMENDED DISAPPROVAL
(Please return petition to the student.)

SIGNATURE OF INSTRUCTOR

DATE

DETAILED REASON FOR RECOMMENDATION OF APPROVAL: (INSTRUCTOR COMMENTS REQUIRED)

TO BE COMPLETED BY THE DEPARTMENT CHAIR

RECOMMENDED APPROVAL
 RECOMMENDED DISAPPROVAL
(Please return petition to the student.)

SIGNATURE OF THE DEPARTMENT CHAIR

DATE

IMPORTANT

In compliance with College policy, this Petition to Add a Class Late form must be submitted to the Registration Center on or before the deadline date published in the Instructional Calendar. All forms received after the deadline date will be returned to the appropriate school dean. Appeals must be submitted to the Dean of Student Affairs for his/her consideration in waiving the established deadline date.

FOR OFFICE USE ONLY BY THE REGISTRATION CENTER:

RECEIVED BY: _____ DATE: _____

POSTED BY: _____ DATE: _____