To add a course after the faculty-legislated deadline, a student must have been attending and completing the work in this course during the term indicated below. Requests to add a course late in the term or after the term has ended are likely to be denied.

|  |  |  |
| --- | --- | --- |
| **Name:** | | |
| **Net ID:** | **Class Year:** | **Hinman Box:** |

|  |  |
| --- | --- |
| **Course Number & Title:** | **Term:** |
| **Instructor:** | |

**Guidelines:** Before you submit this form to the Registrar’s Office, complete allsections.

1. I have attached a typed explanation of the reason for my request.
2. If I am petitioning for a fourth course this term, I understand that doing so to avoid receiving a “W” on my transcript in another course is not a valid reason for petitioning.

*Typing your full name on the signature line constitutes an electronic signature.*

|  |  |
| --- | --- |
| **Student Signature:** | **Date:** |

I confirm that this student has been attending and completing the work in the course listed above.

|  |  |
| --- | --- |
| **Instructor Signature:** | **Date:** |

If this course is an independent study, the signature of the department/program chair is also required.

|  |  |
| --- | --- |
| **Chair Signature:** | **Date:** |

|  |
| --- |
| FOR OFFICIAL USE ONLY |
| **□ Approved □ Not Approved** |
| **Comments:** |
| Reviewed by (Registrar’s Office)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |