The Petition to Add a Class Late will only be considered for unusual circumstances beyond the control of the student that prevented enrollment by the established deadline dates. Note: The student must have been fully participating in the class the day immediately preceding the census date of the course.

Please use back of form if more space is necessary, and attach any documentation to this form.

I ____________________________ certify that the above named student was actively participating in my class prior to the census date for the above course.

INSTRUCTOR’S SIGNATURE _______________________________ DATE ____________

OFFICE USE ONLY

DEAN OF ENROLLMENT SERVICES _____________________________ DATE ____________

☐ APPROVED  ☐ DENIED  REASON FOR DENIAL ________________________________

PROCESSED BY _______________________________ DATE ____________