**PETITION FOR LATE ADD**

**DEADLINES FOR 2016-2017**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Term 2016:</td>
<td>December 13</td>
</tr>
<tr>
<td>Winter Term 2017:</td>
<td>April 18</td>
</tr>
<tr>
<td>Spring Term 2017:</td>
<td>June 19</td>
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<tr>
<td>Summer Term 2017:</td>
<td>August 15</td>
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<td>Spring/Summer 2017:</td>
<td>August 15</td>
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**TERMIN** _______________________

This form is to be used if you are seeking to **add** a course **after** the 9th week of the full term or four and a half week of a half term, which is **Fall Term 2016: November 11; Winter Term 2017: March 17; Spring Term 2017: June 2; Spring/Summer 2017: July 7; Summer Term 2017: July 28.** The request must be submitted and approved by representatives of the Academic Standards Board.

- **DO NOT** fill out this form if you are a **GRADUATE STUDENT** or **RC** or **Honors**, even if the class you want to add is in LSA. Instead, contact the advising center of your program and ask them about their ADD policy.
- **DO NOT** fill out this form if you are **enrolled in any other College**, even if the class you want to add is in LSA. Instead, contact the advising center of your school or program and ask them about their ADD policy.
- **DO NOT** fill out this form if you are a mainstream LSA student and are **not currently registered for ANY classes**. Instead, please ask the front desk staff in the Newnan LSA Academic Advising Center about the procedures for a LATE TERM REGISTRATION.

**INSTRUCTIONS:** Complete the **front and back** of this form and the attached drop/add sheet. Return the **completed** forms to the Newnan LSA Academic Advising Center, 1255 Angell Hall.

Printed Name________________________________________ ID#_________________________________

Uniqname (e-mail)________________________ Phone________________________

Course you wish to add __________________________/________________________/________________________/________________________/________________________/________________________

Class #         Subject          Catalog #   Section #  Section #   Hours
(e.g. 12345)                          (e.g. English)           (e.g. 125)       (e.g. 003)     (e.g. 014)      (e.g. 3)

**YOU MUST HAVE AN OVERRIDE TO ADD A COURSE LATE**

- Do you have an electronic override?  
  □ Yes  □ No

You **must** have an electronic override whether the course is opened or closed. Any paper permissions for overrides must be taken to the course departmental office.

**WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?**

<table>
<thead>
<tr>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
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<th>Credit Hours</th>
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<tbody>
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Total Credits Hours:  ____________

(continued)
WHY ARE YOU ADDING THIS COURSE LATE?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

I have read the above statements and assume full responsibility for whatever effect this change of academic course work may have upon my future program of studies and fees.

______________________________                      (Date)
Student's Signature

TO THE INSTRUCTOR

Since the student is requesting a late add of your course near the end of the term, we need your response to the following questions:

• How long has the student been attending the class?

• In your opinion can the student successfully complete the course requirements in the time remaining?

• If this is an independent study course
  ♦ When did the work begin?
  ♦ What will the student do for the amount of credits requested?

INSTRUCTOR/ GSI

______________________________                      E-mail: ____________________  Phone: _____________
(please print name)                      

______________________________  Date: _________________________________
(signature)

FOR OFFICE USE

Date received

Approved for Processing