PETITION FOR LATE ADD

DEADLINES FOR 2018-2019

FALL TERM 2018: DECEMBER 11
WINTER TERM 2019: APRIL 23
SPRING TERM 2019: JUNE 24
SUMMER TERM 2019: AUGUST 15
SPRING/SUMMER 2019: AUGUST 15

TERM ________________________

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 2018: NOVEMBER 9; WINTER TERM 2019: MARCH 22; SPRING TERM 2019: JUNE 7; SPRING/SUMMER 2019: JULY 12; SUMMER TERM 2019: AUGUST 2. 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?

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<th>Credit Hours</th>
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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.

______________
Student's Signature

(Date)

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