PETITION FOR LATE ADD

DEADLINES FOR 2015-2016

FALL TERM 2015: DECEMBER 14
WINTER TERM 2016: APRIL 18
SPRING TERM 2016: JUNE 20
SUMMER TERM 2016: AUGUST 16
SPRING/SUMMER 2016: AUGUST 16

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 2014: NOVEMBER 13; WINTER TERM 2015: MARCH 18; SPRING TERM 2015: JUNE 3; SPRING/SUMMER 2015: JULY 8; SUMMER TERM 2015: JULY 29. The request must be submitted and approved by representatives of the Honors Academic Board.

□ DO NOT fill out this form if you are a LSA Newnan or RC student.
   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 college 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 Honors 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 Honors Program Office, 1330 Mason Hall.

HAB meets every Monday. Paperwork must be received the Thursday prior at noon.

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 open or closed.
Any paper permissions for overrides must be taken to the course departmental office.

WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?

Course (e.g. Math 185) Credit Hours Course (e.g. Math 185) Credit Hours
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Total Credits Hours: __________________________

(continued)
### WHY ARE YOU ADDING THIS COURSE LATE?

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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**

_______________________________
(name)

_______________________________
E-mail: ____________________ Phone: _____________

_______________________________
(Date) _______________________________

(please print name)  

_______________________________
(signature)

### FOR OFFICE USE

Date received

Approved for Processing