

**PETITION TO ADD A COURSE AFTER THE DEADLINE
WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS**

Name: _____ ID#: _____

Date: _____ Major: _____ Class: Fr. Soph. Jr. Sr.

Address (include zip): _____

E-mail: _____ Phone: _____

Students, please read the instructions below and check the boxes signifying your compliance:

- Provide an explanation and justification for your request (What prevented you from accomplishing this before the deadline?). *Documentation may be required.*
- An Add form is attached that has been signed and dated by the instructor.**
- An Electronic Special Permission (ESP) has been entered into the online enrollment system.
- The instructor must complete, sign and date the back of this form.

Missing information will delay the approval process!

If the petition is approved, you will be notified by the Weitzenhoffer Family College of Fine Arts Dean's office. It is then your responsibility to pick up the add form from the Dean's office and take it to the Office of Registration, Buchanan Hall, Rm. 230.

Course (Dept./Course #/ Section #): _____

Explanation: (attach additional sheet if more space is needed)

INSTRUCTOR Verification
(This side to be completed by the instructor)

Course (Dept./Course #/Section #): _____

Instructor, please verify the following (check all that apply):

- Student has been regularly attending the requested course.
- Student can reasonably be expected to complete the work during the remainder of the term.
- The class doesn't begin until _____
(date of first class meeting)
- Student will have ample time to complete the designated assignments for **independent study** or **reading and research**.
- Student has been involved in this **internship program** from the beginning of the semester or has time to participate sufficiently to earn the desired credit hours.

Comments:

(instructor signature)

(printed name)

(date)

DO NOT WRITE IN THIS AREA – ACTION BY DEAN'S OFFICE

Approved Denied

Signature: _____ Date: _____

Comments: