Sonoma State University

Petition to ADD after the deadline

(Only one course/lab per form)

Petitions to add after the deadline are accepted for review when a student has **serious or compelling reasons** that prevented him/her from meeting the add deadline.

Before you can submit this petition, you must secure all the signatures, pay a $20 Failure to Meet Administrative Time Limit Fee to Seawolf Services, and attach your receipt to this petition.

Student Name_____ Student ID/SSN_____
Last First MI

Address:_____City/State/Zip_____

Student Email_____ Student Phone_____

Semester (check one) ☐ Fall ☐ Spring 20_____

Class Information: Course Title_____ 4 Digit Class Number_____

Course Prefix _____ 3 Digit Number_____ Units_____ Lab Class Number_____

In the space below, please provide your serious and compelling reasons why this petition should be approved (attach supporting documentation):

Petition will not be approved if the classroom is at maximum capacity.

Student's Signature:	_____			Date:_____
Administrative Coordinator's Signature:	_____	☐ Yes, seats available	☐ No room capacity	Date:_____
Instructor's Signature:	_____	☐ Approve	☐ Deny	Date:_____
Department Chair's Signature:	_____	☐ Approve	☐ Deny	Date:_____

****

ADMISSIONS & RECORDS OFFICE ONLY

☐ **Approved** ☐ **Denied** _____ _____
Registrar's Office Signature **Date**

NOTE: This is a one-page form. If you require a copy, please make one for your records.

Revised 7/17