UtahStateUniversity
REGISTRAR'S OFFICE

Petition for Late Add

University Policy requires students to finalize their registration before the completion of 20% of the term or session. Any registration activity after 20% will only be allowed after review of this completed form.

Instructions: Please read and follow this list of instructions. ***Your add request will not be reviewed until all requirements are met and all documentation has been provided.***

- ❑ Fill out the **Student Information** section and obtain a signature from the instructor of record.
- ❑ Sign this form. We must have your signature (the student) in order to review your request.
- ❑ Attach a personal **typed appeal** stating your explanation and justification for the requested addition, including why you were not registered by the published deadline.
- ❑ Provide a letter or email from the instructor(s) of record stating your attendance & participation, to this point, in the course(s) – required for all petitions.
- ❑ If the request is based on medical reasons, you **MUST** provide letter(s) from physicians and/or copies of medical records – these records must clearly indicate any procedures and dates of those procedures which would have prevented registration.
- ❑ Additional documentation could include: advisor's memo, employer memo, etc. If you have documentation that supports your request, provide it.
- ❑ Pay the late fee of $100 per course. This fee will be assessed for all undergraduate and graduate courses added. Exempted from this late fee (USU Academic Policy Manual): Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, internships, co-op work experience, PE 1900 (club sports), addition of credits to a variable credit course, direct section swap, as well as Military Science courses.

Student Information:

Last Name:	First Name:
Student ID (A-Number):	Email Address (required):

Course(s) to be added:
This section must be filled out completely. All of the required information can be found in the Access/Banner system.

CRN (5 digits)	Dept. (e.g. ECON)	Course# (4 digits)	Section	Credits	Currently Attending (Y/N)	Instructor Signature* →	Printed Last Name

Course(s) to be dropped:

CRN (5 digits)	Dept. (e.g. ECON)	Course# (4 digits)	Section	Credits

Comments (from student, instructor, or dean of graduate studies):_____

_____

I certify that the information above is correct and no unauthorized changes have been made. I also certify that all signatures are authentic and free of forgery. I understand that forging a signature or providing false information can lead to USU suspension.

Student Signature (required): _____ Date: _____

Advisor Signature – Undergrad Students (required): _____ Date: _____

Registrar's Office approval *required* for all courses NOT on the exemption list above: _____ Date: _____

**This form must be presented to the Registrar's Office within three (3) business days of all signatures.*

FOR OFFICE USE ONLY:

Processed by:	Date:	$100 late fee per course (FLTE): $_____

Comments (Registration Staff): _____