

# Petition for Late Course Add or Withdrawal

Please complete the front of this form and return to the Registrar's Office.

**Choose One:**

- Resident
- Non-resident
- International

\_\_\_\_\_  
Name

\_\_\_\_\_  
CWID

\_\_\_\_\_  
Email Address

I am requesting to \_\_\_\_\_ ADD **or** \_\_\_\_\_ WITHDRAW (select one) from:

CRN (5 digits) \_\_\_\_\_, Course (DEPT code – Number, ex: MATH-111) # \_\_\_\_\_ - \_\_\_\_\_

For semester: FALL \_\_, SPRING \_\_, SUMMER ONE \_\_, or SUMMER TWO \_\_ in Year 20 \_\_\_\_.

*Graduate students requesting additional research credits:* Number of credits to add: \_\_\_\_\_

Explain the extenuating circumstance(s) for withdrawing or adding after the published deadline:

**NOTE: Unsatisfactory academic performance is not an extenuating circumstance.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that if my petition is approved, there may be additional paperwork and/or fees that I must submit to the Registrar's Office before this process is completed.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Professor's confirmation of attendance dates:

**NOTE: This section must be completed.**

First date class attended: \_\_\_\_\_ Last date class attended: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

International Office or Athletics Comments

**NOTE: This section must be completed by all International or Varsity Athlete Students.**

International or Athletic Office Comments: \_\_\_\_\_  
\_\_\_\_\_

International or Athletic Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRAR'S OFFICE USE ONLY – DO NOT COMPLETE THIS SIDE**

Registrar's Response:

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Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed Request: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_