Petition for Late Course Add or Withdrawal

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

Name  

_________________________________________  ____________________

N a m e         C W I D

________________________________________

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: ______________