



Petition for

Late Add / Drop

Student Name: _____ ID: _____

Semester: _____ Year: _____

Student's Petition (please explain the circumstances regarding your request to add/drop courses after the deadline date):

#	Course code	Course title	Type of request	
1			<input type="checkbox"/> late add	<input type="checkbox"/> late drop
2			<input type="checkbox"/> late add	<input type="checkbox"/> late drop
3			<input type="checkbox"/> late add	<input type="checkbox"/> late drop
4			<input type="checkbox"/> late add	<input type="checkbox"/> late drop

Signature: _____

Date: ____ / ____ / ____

Instructor's recommendation (course #1):☐ Approved ☐ Denied

Name: _____

Signature: _____

Date: ____ / ____ / ____

Instructor's recommendation (course #2):☐ Approved ☐ Denied

Name: _____

Signature: _____

Date: ____ / ____ / ____

Instructor's recommendation (course #3):☐ Approved ☐ Denied

Name: _____

Signature: _____

Date: ____ / ____ / ____

Instructor's recommendation (course #4):☐ Approved ☐ Denied

Name: _____

Signature: _____

Date: ____ / ____ / ____

Dean's recommendation:

Signature: _____

Date: ____ / ____ / ____