



Office Use Only

Petition Type:
Issue (Request) Date:
Submission (Status) Date:
Term and Year:

**Late Add Petition to the Academic Standards Committee**

Last Name:	First Name:	UPSID:
Mailing Address:		
Street: _____		
City: _____	State: _____	Zip: _____
Telephone Number(s):	Email Address:	

I request permission to register late for:

Dept./Number/Section	Days/Times	Instructor
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I understand the Academic Standards Committee will decide my petition in response to the form and content of my argument. Therefore, a statement is attached explaining why I am requesting to register late for this class.

Student's Signature	Date
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**Instructor Approval**

The student has attended class regularly since the beginning of the term; or the student will complete the following work in order to catch up in the class.

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Instructor's Signature	Date
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**Academic Standards Committee Decision**

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Registrar's Signature	Date
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Processed: \_\_\_\_\_

## PETITION CHEAT SHEET

### *What does a student need to submit to have a complete petition that is ready to be reviewed by the ASC?*

1. **Petition Cover sheet:** must be filled out completely, including listing the days/times of classes when petitioning a time conflict
2. **Personal Statement:** the personal statement is a required part of the petition. The statement should be written using all the writing skills you would use when submitting a paper in class and it is preferred to be a formally written statement vs an email. The ASC is made up of faculty, staff, and one student representative. When you petition, you are asking for a waiver of university policy, and the ASC wants to know the student takes the request seriously; you can show them you do by submitting a well written personal statement.
  - When petitioning for a **time conflict**, please answer these questions: (1) why do you need the time conflicting classes now rather than take one when it doesn't present a conflict; (2) How do you plan to manage the time conflict and make up the work missed during your absence; and (3) how will you manage this time conflict without creating a disruption amongst your classmates?
  - When petitioning for a **late add**, please explain why you were unable to add the class during the appropriate enrollment period
3. **Supporting Statements:** all petitions can benefit from supporting statements from advisors, instructors, etc. Having a supporting statement tells the ASC that your request was thought out and seen as a good idea by another party and your request is supported by them.

#### ***SUPPORTING STATEMENTS REQUIRED for: Time Conflict, Late Adds***

*Please note that supporting statements for Time Conflicts are required to show the instructor is aware of both the time conflict and the management plan and approves of them both*