

**COLLEGE OF THE CANYONS**  
**Petition for Late Add**

**COMPLETE BY STUDENT:**

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Last	First	Middle	ID Number
Street Address			Email
City	State	Zip	Phone Number

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**COURSE INFORMATION:**

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Course Name _____	Section Number _____
Semester _____	First Date of Attendance _____

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**REASON FOR LATE ADD (Proof of documented extenuating circumstances attached):**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**INSTRUCTOR STATEMENT:**

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Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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**TO BE COMPLETED BY ADMISSIONS AND RECORDS OFFICE:**

- Petition Approved-
  - You have been added into the course. Payment is due at time of enrollment.
  
- Petition Denied
  - Petition was denied due to lack of extenuating circumstances.
  - Petition was denied per Board Policy 542. You must submit the late add petition prior to 50% of the term.
  
- Okay to resubmit your petition with the following:
  - Instructor must add first date of attendance on add slip.
  - Documented evidence of extenuating circumstances.

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Director of Admissions and Records \_\_\_\_\_ Date \_\_\_\_\_

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Notice Sent to student-    Mail                      Email                      Phone                      Date \_\_\_\_\_