

COLLEGE OF THE CANYONS  
Noncredit Petition for Late Add



**INSTRUCTIONS:**

1. Complete this petition in its entirety.
2. The submission of this petition does not guarantee that it will be approved. For full consideration you must submit documentation verifying your extenuating circumstance.
3. In order to submit this petition, you must have approval from the instructor.
4. **Failure to provide all of the above will result in an automatic denial of this petition.**
5. You will be notified of the decision of this petition via your My Canyons student email account.
6. Submit the petition to Noncredit Enrollment Services at [freeclasses@canyons.edu](mailto:freeclasses@canyons.edu) or in person at the Valencia Campus, LTLC Bldg. room 168.

**STUDENT INFORMATION:**

Last	First	Middle	ID Number	@my.canyons.edu
Street Address			My Canyons Email	
City	State	Zip	Phone Number	

**COURSE INFORMATION:**

Course Name	Section Number
Semester	First Date of Attendance

**REASON FOR LATE ADD: (Must attach proof of documented extenuating circumstances)**

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

**INSTRUCTOR STATEMENT:**

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

**TO BE COMPLETED BY NONCREDIT ENROLLMENT:**

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**Petition Approved**

- You have been added into the course.

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**Petition Denied**

- Petition was denied due to lack of extenuating circumstances.
- Petition was denied due to first date of attendance occurring after the add deadline.
- Petition was denied per Board Policy 5903. You must submit the late add petition prior to 50% of the duration of the course.

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**For reconsideration, resubmit your petition with the following:**

- Email communication between student and instructor.
- Documented evidence of extenuating circumstances.

Director of Noncredit Enrollment Services \_\_\_\_\_ Date \_\_\_\_\_  
Notice sent to student email account \_\_\_\_\_ Date \_\_\_\_\_