

COLLEGE OF THE CANYONS
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 add authorization assigned 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.

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 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 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 term.

- Okay to resubmit your petition with the following:
 - Email communication between student and Instructor dated prior to add deadline.
 - Documented evidence of extenuating circumstances.

Director of Admissions and Records _____ Date _____

Notice Sent to student- Mail Email Phone Date _____

DISTRIBUTION: White: A & R

Yellow: Student