

**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 provide a signed and completed Add Code form.
- 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 (Proof of documented extenuating circumstances attached):**

\_\_\_\_\_

\_\_\_\_\_

**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 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:
  - Instructor must add first date of attendance on add slip.
  - Documented evidence of extenuating circumstances.

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

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