



University of Massachusetts Amherst
 Social and Behavioral Sciences Advising Center
 128 Thompson Hall
 413.577.1057 (phone); 413.545.3460 (fax)
 sbsadvising@sbs.umass.edu



Late Course Add Petition

Instructions:

1. Download this pdf form onto your desktop. Complete sections 1 and 2.
2. Print out two copies, one for your instructor and one to keep for your records.
3. Write a personal statement explaining your reasons for requesting a late add, print it out, and attach it to the pdf form.
4. Have the instructor complete Section 3 of the petition form.
5. Submit all materials to the SBS Advising Center at 128 Thompson Hall. If you have any questions about what information, details, and/or documentation to provide, please call the SBS Advising Center 413.577.1057, or email your question to sbsadvising@sbs.umass.edu.

You will receive the Dean's decision in the near future.

1] Student Information

Name _____ Date _____

Major _____ Expected Grad Date _____

Local Address _____ Phone _____

SPIRE ID Number _____ Email _____

2] Course Information

UMass Amherst Five-College _____

(College)

Department: _____ Course # / Section #: _____

Title: _____ Instructor: _____

3] Instructor Information

The above named student has requested a Late Add to your course. Does the student have your permission to add your course at this point in the semester? Please complete this portion of the form (attach additional comments if you like), and return to the SBS Advising Center, 128 Thompson Hall, campus (mail or hand deliver).

Yes No Comments Attached?

Instructor's Name: _____ Instructor's Signature: _____ Date _____

Dean's Decision

Date Submitted by Student: _____ Decision: Approve / Deny / Table Initials _____

Date Student Emailed of Decision: _____ Initials _____

Dean's Comments: _____

