Late Course Add Petition

Instructions:

1. Complete the course Change request form, including your signature and the instructor’s.
2. Complete sections 1 and 2 and 3 of this form. Be sure to complete both sides of the form.
3. Schedule an advising appointment and submit all materials to the SBS Advising Resource Center at 128 Thompson Hall or bring them with you on the day of the appointment. 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.
4. If this request puts you over your credit limit, you also need to submit a Petition for Overload of Credit.

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

Dean’s Decision
Decision: Approve / Deny / Table Initials ___________________________  
Date Student Emailed Of Decision: ____________ Initials ____________  
☐ Decision entered in database

Dean’s Comments: ___________________________________________________
__________________________________________________________
__________________________________________________________

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1. Student Information

Name__________________________________________________________  Date ________________________________

Major___________________________ Expected Grad Date___________ Phone___________________________

SPIRE ID_________________________ UMass Email__________________________@umass.edu

2. Course Information

Important: If you are trying to late add a Five College course, go the Five College Interchange Office in 614 Goodell immediately. As part of the process, they must contact the other school to see if a late add is possible, some do not allow late registration, even if you have been attending the class from the beginning of the semester. The necessary paperwork is available in their office.

Department:________________________ Course # / Section #: ______________________________

Title:________________________________________ Instructor:____________________________________
3. Personal statement explaining your reasons for requesting a late add:

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