

## Late Course Add Petition

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### Instructions:

1. Download this PDF and complete sections 1, 2, and 4 (Personal Statement on page 2).
2. Print out two copies of the form, one for the instructor and one to keep for your records.
3. Have the instructor complete section 3 of this form.
4. Submit all materials to 120 Furcolo Hall.

**You will be notified of the Academic Dean's decision via e-mail, usually within a week.**

### 1. Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Grad Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

SPIRE ID Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2. Course Information

UMass Amherst       Five College \_\_\_\_\_

Department: \_\_\_\_\_ Course # / Section #: \_\_\_\_\_

Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

### 3. Instructor Information

*(To be completed by instructor)*

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 and attach any additional comments if you would like. Return the completed form to 120 Furcolo Hall.

Yes       No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Academic Dean's Decision

Approved       Denied       No action taken

Academic Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student e-mailed decision on \_\_\_\_\_  
 (date)

# Late Pass/Fail Petition (page 2)

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Name: \_\_\_\_\_ Dept. and Course#: \_\_\_\_\_

## 4. Personal Statement

Please explain your reason(s) for this request. Attach a separate sheet if necessary.