



Late Course Add Petition

For Humanities & Fine Arts Declared Major and Exploratory Track Students

Humanities & Fine Arts Advising and Career Center

E-202 South College
150 Hicks Way
Amherst, MA 01003
(413) 545.6152

INSTRUCTIONS

1. Complete the three sections of this form
2. Provide a personal statement (on back or attached) for your request, and
3. Give the form to your instructor to complete.

If you have any questions about what information, details and/or documentation to provide, please ask for assistance, or call 413.545.6152.

Name: ID #: Major: Local Address: Phone: Email:	COURSE INFORMATION Department: Course #: Section #: Credits: Title: Semester/Year: Instructor:
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REASON(S) FOR REQUEST

Use the reverse side of this form and/or additional pages to describe your circumstances. Supply needed documentation along with this form, or indicate how the documentation will be provided.

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Student Signature

Date

Note to Students: Take this form to your course instructor. If you are adding an independent study course, please attach a copy of the Independent Study Contract.

Note to Course Instructor: The above named student has requested a Late Add in your course. Does the student have your permission to add your course at this point in the semester? (Attach additional comments if you would like.) Please return this form to the Humanities & Fine Arts Advising and Career Center in E-202 South College.

Instructor's Signature: Instructor's Name (Print):	Campus Phone #: Date:
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FOR DEAN'S OFFICE ONLY

Date:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> Table	Initials:
Comments:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> Table	Initials:
Date:				
Comments:				