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## Late Course Add Petition

\*\*only for students whose primary major is in SPHHS \*\*

Please complete this petition if you are requesting to add a class after the add/drop date.

### Instructions

- Complete a *Course Change Request Form*, including yours and the instructor's signature.
  - Form can be found at the Registrar's Office in 213 Whitmore or SPHHS Academic Dean's Office in 129 Arnold House.
- If adding this course puts you over 19 credits, you will also need to submit a signed *Petition for Overload of Credits* from your major.
- If you missed any classes, work with the Professor and/or Teaching Assistant to complete any outstanding assignments so you can be on track to be successful in the course.
- Bring the completed petition and *Course Change Request Form* to the Academic Dean's Office in 129 Arnold House.

### I. Student Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_@umass.edu Date: \_\_\_\_\_

SPIRE ID: \_\_\_\_\_ Primary Major: \_\_\_\_\_ Phone #: \_\_\_\_\_

### II. Course Information

Course Title & Number: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

### III. Explanation- Briefly explain your request for adding a course late.

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#### Academic Dean's Office & Center for Student Success Use Only

Decision (Associate Dean or Director of CSS initials): Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Date student was emailed of decision: \_\_\_\_\_ Initial: \_\_\_\_\_

Date for documenting decision in advising notes: \_\_\_\_\_

Comments: