Sonoma State University
Petition to ADD after the deadline (Only one course/lab per form)

Petitions to add after the deadline are accepted for review when a student has **serious or compelling reasons** that prevented him/her from meeting the add deadline. **Before you can submit this petition, you must secure all the signatures and pay a $20 Failure to Meet Administrative Time Limit Fee to Customer Service and attach your receipt to this petition.**

Student Name_____ Student ID/SSN_____
Last First MI
Address:_____City/State/Zip_____

Student Email_____Student Phone No._____

Semester (check one) ☐Fall ☐Spring 20_____

Class Information: Course Title_____ Class Number_____

Course Prefix _____ Number_____ Units_____ Lab Class Number_____

In the space below, please provide your serious and compelling reasons why this petition should be approved (attach supporting documentation):

_____

_____

_____

_____

_____ _____
Student's Signature Date

NOTE: This is a one-page form. If you require a copy, please make one for your records.

****

Recommendations from:

☐ Yes ☐No The present enrollment AND room capacity will accommodate this student. If no, petition can NOT be approved

.

_____
Department Administrative Coordinator Signature Date

☐ Yes ☐ No _____ _____
Instructor or Advisor Signature Date Instructor: Please Print Name

☐ Yes ☐ No _____
Chair's Signature Date

☐ Yes ☐ No _____
Dean's/Designee's Signature (where class is offered) Date

.

NOTE: This is a one-page form. If you require a copy, please make one for your records.

****

ADMISSIONS & RECORDS OFFICE ONLY

☐ Approved ☐ Denied _____ _____
Registrar's Office Signature Date

NOTE: This is a one-page form. If you require a copy, please make one for your records.

Revised 8/03