

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, pay a \$20 Failure to Meet Administrative Time Limit Fee to Seawolf Services, and attach your receipt to this petition.

Student Name _____ Student ID/SSN _____
 Last First MI

Address: _____ City/State/Zip _____

Student Email _____ Student Phone _____

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):

Petition will not be approved if the classroom is at maximum capacity.

Student’s Signature: _____	Date: _____		
Administrative Coordinator’s Signature: _____	Yes, seats available _____	No room capacity _____	Date: _____
Instructor’s Signature: _____	Approve _____	Deny _____	Date: _____
Department Chair’s Signature: _____	Approve _____	Deny _____	Date: _____

ADMISSIONS & RECORDS OFFICE ONLY

Approved Denied _____
Registrar’s Office Signature Date