



Petition for Late Add after November 13 for Fall 2009 (Deadline December 14)

THE UNIVERSITY OF MICHIGAN
COLLEGE OF LITERATURE, SCIENCE, & THE ARTS

Newnan LSA Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109

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www.lsa.umich.edu/lsa/students/advising
academic.standards@umich.edu

This form is to be used if you are seeking to **add** a course after the 9th week of the full term. The request must be submitted and approved by representatives of the Academic Standards Board.

- **DO NOT** fill out this form if you are a **GRADUATE STUDENT or RC or Honors**, even if the class you want to add is in LSA. Instead, contact the advising center of your program and ask them about their ADD policy.
- **DO NOT** fill out this form if you are **enrolled in any other College**, even if the class you want to add is in LSA. Instead, contact the advising center of your school or program and ask them about their ADD policy.
- **DO NOT** fill out this form if you are a mainstream LSA student and **are not currently registered for ANY classes**. Instead, please ask the front desk in the Newnan LSA Academic Advising Center about the procedures for a Late Term Registration.

Instructions: Complete the **front and back** of this form and the attached drop/add sheet.
Return the **completed** forms to the Newnan LSA Academic Advising Center, 1255 Angell Hall.

Printed Name _____ ID# _____

Uniqname (e-mail) _____ Phone _____

Course you wish to add _____ / _____ / _____ / _____ / _____ / _____
Class # (e.g. 12345) Subject (e.g. English) Catalog # (e.g. 125) Section # (e.g. 003) Section # (e.g. 014) Hours (e.g. 3)

YOU MUST HAVE AN OVERRIDE TO ADD A COURSE LATE

■ Do you have an electronic override? Yes No

You **must** have an electronic override whether the course is opened or closed.
Any paper permissions for overrides must be taken to the course departmental office.

WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?

Course (e.g. English 125)	Credit Hours	Course (e.g. English 125)	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Credits Hours: _____

WHY ARE YOU ADDING THIS COURSE LATE?

I have read the above statements and assume full responsibility for whatever effect this change of academic course work may have upon my future program of studies and fees.

(Student's Signature)

(Date)

TO THE INSTRUCTOR

Since the student is requesting a late add of your course near the end of the term, we would like to know the following:

- How long has the student been attending the class?

- In your opinion can the student successfully complete the course requirements in the time remaining?

- If this is an independent study course
 - ◆When did the work begin?

 - ◆What will the student do for the amount of credits requested?

Instructor/GSI

_____ (please print)

_____ (signature)

E-mail: _____

Telephone: _____

Date: _____

FOR OFFICE USE

Date received	Approved for Processing
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