Late Add Petition

Instructions: Please fill in this form completely and return completed form to 1117 Cheadle Hall, UCSB 2085. You must obtain the signature of your instructor before submitting this petition. All needed course information can be found in GOLD. Obtain the Instructor Code from the department. Approval of requests is NOT automatic.

Name____________________________________________________ Perm # ________________
Last                                                                 First                                       Middle
U-mail____________________________________ Phone # ___________________ Declared Major(s) ___________________

Current Quarter_________________________Year_________

<table>
<thead>
<tr>
<th>Dept. &amp; Course # (e.g., Hist 17A)</th>
<th>Enrollment Code*</th>
<th>Grading Option (Letter or P/NP)</th>
<th>Units</th>
<th>Instructor (Not TA)</th>
<th>Instructor Code</th>
<th>Repeat? Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If you are adding a course with a discussion section, please provide the enrollment code for that section, not the lecture’s enrollment code.

Note: The Enrollment Code is not an “add code” but is listed for the class on GOLD. Leave Instructor Code blank unless the course is a 99 or 199). The two-digit instructor code can be obtained from the department.

Student’s reasons for not adding by the published deadline: (Please use reverse side if necessary.)

I understand that my petition may be denied if any of the information I have given cannot be confirmed or if the reasons stated do not justify its approval.

________________________________________________________________________
Student’s Signature                                                      Date

The decision of the Dean will be sent to you via your Umail.

To the Instructor: Please indicate your recommendation by signing the appropriate line below:

1. Student has regularly attended my class.
   I recommend approval of a late add. ........................................
   Signature                                                      Date

2. Student has not regularly attended my class, but has adequate preparation to complete the course. .............
   Signature                                                      Date

ACTION OF THE DEAN OF UNDERGRADUATE STUDIES:

Approved ☐  Denied ☐  A $3.00 FEE FOR EACH COURSE ADDED WILL BE CHARGED TO YOUR BA/RC ACCOUNT.

Dean of Undergraduate Education Date