



PETITION TO ADD A COURSE AFTER THE DEADLINE

Please print clearly

Full Name: _____ **Sooner ID#:** _____

Address: _____ **Major:** _____

City/State/Zip: _____ **Classification:** _____

Phone #: _____ **Expected Date of Graduation:** _____

Email: _____

The University of Oklahoma has published deadlines for adding courses to your enrollment. To add a course after the deadline, you must have extenuating circumstances or an exceptional reason. Additionally, **you must have written permission from the Instructor(s).** If you believe your case is exceptional or feel you meet these criteria, you may file this special request petition to add a course after the published deadline (not knowing about the deadline is **not** a sufficient reason to request a late enrollment.)

Fill out the top of this form and the student section below. On a separate page, **write an explanatory page to justify your request** to add this course after the published deadline. Be clear and concise. (Why do you think this request should be granted; what circumstances led to this request?) You may also provide supporting documentation. **Have your Instructor fill out the Instructor section below OR permission may be in the form of an email from your instructor to your OU email account containing the course information and explicit permission to add the class. A copy of the email must accompany this paperwork.**

TO BE COMPLETED BY STUDENT

Please allow me to **ADD** the following course(s) for (*circle one*) - *spring, summer, fall semester* for (year:) _____

1) Course: _____ Section: _____ # Hrs. _____ 2) Course: _____ Section: _____ # Hrs. _____

Student Signature: _____ Date: _____

TOTAL HOURS ENROLLED WITH THIS CHANGE: Before: _____ After: _____

TO BE COMPLETED BY INSTRUCTOR(S)

This student is requesting to **ADD** the above-named course(s) after the published deadline. Your signature below will be your express consent to grant this students request.

Instructor Signature: _____ Date: _____

Print Name: _____ Course #: _____

Instructor Signature: _____ Date: _____

Print Name: _____ Course #: _____

Submit this form, with the Instructors signature (or copy of email), your explanatory page and any supporting documentation to the Dodge Family College of Arts and Sciences' Student Success and Advising Center (Physical Sciences Center, room 240) or email to casforms@ou.edu. All documentation must be submitted at the same time.

FOR OFFICE USE ONLY (Do not write in this section)

Action by the College: _____ Approved _____ Denied

Signature: _____ Date: _____

Comments: