

Petition to Add/Repeat a Course

QUARTER/YEAR: _____ DESIRED ACTION: Add _____ Repeat _____ PERM NUMBER: _____

(Mr/Ms) Last Name _____ First Name _____ MI _____

Major: _____

Street Address _____

Telephone #: _____

City _____ State _____ Zip Code _____

Umail: _____

Course Information:

Course (subject and number):	Enrollment Code:	Grading Option: Letter Pass/No Pass	Units:	Instructor Name:	Instructor #:
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If Repeating: This will be my _____ Second _____ Third time taking this course.

Student Statement: (Use this area to explain your request.)

Student Signature: _____ Date: _____

Instructor Statement: (Only needed for a late add.)

1. Did the student take the midterm exams? Yes/No Grade: _____

Final exam? Yes/No Grade: _____

2. To my knowledge, the student attended class (circle one): Regularly / Infrequently / Never / Unknown

3. Comments (use back if needed):

Instructor Signature: _____ Date: _____

(Note: Instructor's signature does not constitute approval of this petition; it is only a certification that items 1-3 are correct.
The final decision rests with the Associate Dean for Undergraduate Studies in the College of Engineering.)

College of Engineering: _____ Date: _____

COE Comments: _____

Office of the Registrar use only:

Date Processed:	By:	LGR:
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A \$3.00 processing fee will be charged to your BARC account.