

## 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:

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