

PETITION TO ADD A COURSE

NAME: _____ PERM #: _____
MAJOR: _____ EMAIL: _____ PHONE #: _____
QUARTER/YEAR: _____

Course Information:

Course (subject and number):	Enrollment Code:	Grading Option: Letter Pass/No Pass	Units:	Instructor Name:	Instructor #:
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Student Statement: (Use this area to explain your request.)

Student Signature: _____ Date: _____

Instructor Statement: (Required 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.)

Approved: _____ Denied: _____

College of Engineering: _____ Date: _____

COE Comments:

Office of the Registrar use only:

Date Processed:	By:	LGR:
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A \$3 processing fee will be charged to your BARC account.