**LATE ADD PETITION**

**LMU ID NUMBER**

**NAME (LAST, FIRST)**

**SIGNATURE OF STUDENT**

**DATE**

**EMAIL**

**PHONE**

**COLLEGE/SCHOOL**

**LEVEL**

**TERM FOR WHICH REQUEST IS BEING MADE**

**FALL**

**SPRING**

**SUMMER I**

**SUMMER II**

**YEAR**

---

**USE THE SECOND PAGE OF THIS FORM TO EXPLAIN WHY YOU ARE REQUESTING THIS EXCEPTION TO UNIVERSITY POLICY. THE FORM WILL NOT BE PROCESSED WITHOUT A DETAILED EXPLANATION. ATTACH ANY SUPPORTING DOCUMENTATION.**

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**COURSE TO LATE ADD:**

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPARTMENT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>SEMESTER</th>
<th>HOURS</th>
</tr>
</thead>
</table>

**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE INSTRUCTOR**

**DATE**

---

**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE CHAIR**

**DATE**

---

**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE ASSOCIATE DEAN**

**DATE**

---

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**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE INSTRUCTOR**

**DATE**

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**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE CHAIR**

**DATE**

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**RECOMMENDATION:**

- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**COURSE ASSOCIATE DEAN**

**DATE**

---

**DETAILED EXPLANATION OF WHY YOU ARE REQUESTING AN EXCEPTION TO UNIVERSITY POLICY:**

---

**UNIVERSITY REGISTRAR'S ACTION:**

- [ ] APPROVE
- [ ] DENY

**UNIVERSITY REGISTRAR**

**DATE**

---

**Office of the Registrar**

Charles Von der Ahe Building 150

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