



Petition to the Committee on Academic Standards Late Add of a Course

Please submit completed form to:

Office of the Registrar
1st Floor, Bresee Hall
Hartwick College
Oneonta, NY 13820

Name: _____ Student ID: _____ Date: _____

I would like to petition for a late add of the following course (follow formatting below):

_____ - _____ - _____ - _____
Dept Number Sect Title

Instructor's Name: _____ Term/Year: _____

Please provide a **typed explanation** of 150 words or less below that addresses why your request is late (i.e., why you did not add this course before the deadline.)

Understand that forgetting to register for a course or forgetting the late add deadline is not considered an adequate reason for granting a late add.

Course Instructor: I, _____ (please print), have discussed this late add with this student and verify that the above explanation is accurate and complete.

Has this student been attending your course? yes no
If yes, when did this student start attending your course? _____

Signature: _____ Date: _____

Academic Advisor: I, _____ (please print), have discussed this late add with this student and verify that the above explanation is accurate and complete.

Signature: _____ Date: _____

Please address the following as “yes” or “no”:

1. Will you need to request a course overload upon adding this course? _____

Please refer to the overload policy below to determine whether or not this late add will cause you to exceed your allowed credits for the semester.

A student with a GPA of 2.0 or greater may take up to 20 credit hours per semester. Permission is needed if the student wishes to take more than 20 credits or if she or he is below 2.0 GPA and wishes to exceed 16 credits. However, there is an over-election fee for each credit hour over 18 credits fall and spring semester, or over 4 credit hours in January, unless the student is declared in the Three Year Degree program. For those in the Three Year Degree program, the over-election fee is charged for credits over 20 in fall and spring semester or over 4 credit hours in January. The fee for an over-election charge is \$350 per credit. If the over-election course is dropped by the end of the Add/Drop period, the charge will be refunded. There is no refund if the charge is dropped after the Add/Drop period.

If you answered yes above, have you requested a course overload? _____

2. By signing below, you are verifying that:

- You have provided an honest explanation as to why you are requesting a late add of a course.
- You have obtained signatures from both your course instructor and academic advisor.
- You have attached all supporting evidence you would like the committee to consider when reviewing this petition.
- You understand that there is a \$50 fee per course added late.

Student’s Signature: _____ **Date Submitted:** _____

Please Note: Incomplete forms will be denied.

For administrative use only

This petition was Complete Incomplete

This petition was Approved Denied by CAS on _____ (date)

CAS Chair Signature: _____