Late Add Petition

Please submit this form to International and Extended Studies by fax, 408-924-2666, or in person at 210 N. Fourth St, Suite 301. For additional information, contact the main office at 408-924-2670.

Name: ___________________________ Date: __________________

Student ID Number: ___________________________ SSN (Optional): ___________________________

Email: ___________________________ Phone: ___________________________

Please complete the following table with complete course information:

<table>
<thead>
<tr>
<th>5 Digit Course Code</th>
<th>Section</th>
<th>Department and Course Number</th>
<th>Instructor’s Name</th>
<th>Instructor’s Signature</th>
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</table>

Please explain the circumstances regarding your request to add or drop courses after the deadline date for:

Year: __________________

Please print clearly. (Use backside of this form as necessary to complete explanation)

Department Chair’s Name ___________________________ Department Chair’s Signature ________________ Date ________________

Student’s Name ___________________________ Student’s Signature ________________ Date ________________

FOR IES OFFICE USE ONLY

Status: □ Approved □ Denied □ Other
Signature of Authorized IES Official: ___________________________ Date: ________________

Version 2.2