

Late Course Add Petition

This form is to request a course be added after the designated add/drop period has ended. Approval is required from the course instructor and department chair of the program in which the course is offered. It is the student's responsibility to coordinate with the instructor for any missed lectures, assignments, and/or exams, at the discretion of the instructor.

Financial Considerations:

- Students may not qualify to receive financial aid for classes added past financial aid award deadlines and it will be the student's responsibility to pay tuition and fees associated with the late added course.
- Students will have 10 business days, from the date the course is added to their schedule, to pay tuition and fees for the late course. This includes Internships and other zero credit hour courses which have tuition and fees for one (1) credit.
- If this is your first or only course enrolled this term, you are required to log into CAMS to complete your [Student Financial Responsibility](#) form.
- Approval of this late add petition does not waive any late registration fees that may be assessed. If charged a late registration fee, you may obtain a Late Registration Waiver Request from the [Student Business Services](#) Office.

LAST: _____ FIRST: _____ MI: _____

STUDENT ID: _____ EMAIL: _____@floridapoly.edu

I am requesting permission to enroll into the following course for the following Term: _____ Year: _____

Student statement explaining why course was not added during add/drop period (attach additional sheets as needed)

Course Information & Approval

Course Prefix/#	Course Title	Credits	Instructor Approval	Department Chair Approval (or Internship Coordinator)

Instructors and/or Department Chairs: Please indicate any additional conditions (as applicable):

Student Acknowledgement

My signature confirms that I understand I am responsible for paying my tuition and fees within 10 business days and that I may be subject to the late registration fee. I also understand that I will not be able to petition to withdraw from this class later on the basis of being added late. I further understand it is my responsibility to get caught up on any missed course information and assignments.

Student Signature: _____ Date: _____

UNIVERSITY REGISTRAR USE

Approved
 Denied
 Date Notified: _____
 Email Notification Sent
 Comments: _____