

College undergraduates must use this petition when requesting to add a course after the deadline (Friday of Week 3 during a regular term). **Please note that late add petitions are rarely granted and only in cases of extraordinary and verifiable circumstances.**

INSTRUCTIONS

1. Fill out all the required information in the *Student Information* and *Course Information* sections of this petition.
2. Attach a typed explanation of why you are making this request. Address the following issues as they apply to your situation:
 - a. why you were unable to add before the deadline
 - b. why you were unable to file this petition until now
3. Where appropriate, you must attach documentation supporting your circumstances (e.g. medical verification, or letter from doctor indicating level of disability as a result of your illness or accident).
4. Ask the instructor of the course to answer all the questions in the *Instructor Section* of this petition.
5. Return this petition, a typed explanation, and any supporting documentation to your College counseling unit.

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|---|----------------------------------|
| AAP Students (admitted F'94 and thereafter): | 1209 Campbell Hall |
| Student Athletes: | Morgan Center, Suite 127 |
| CAC Students: | A-316 Murphy Hall, Window 1 or 2 |
| Honors Students: | A-311 Murphy Hall |

Please note that petitions take a minimum of 5-10 working days to process. The status of this petition can be checked on your myUCLA page or in-person at your counseling unit. Approved petitions will generate a permanent transcript notation and will result in a transaction fee charged to your BAR account.

STUDENT INFORMATION

| | | | |
|-----------|--------------|---------------|------|
| Name | Student ID # | Degree Term | Date |
| Signature | Phone | Email Address | |

COURSE INFORMATION

| | | | | |
|---------------------|---------------------|-------------------------------------|-----------|--------|
| Qtr/Yr. Class Taken | 9 Digit Course ID # | Dept. and Course # (e.g. Music 90D) | Section # | Unit # |
|---------------------|---------------------|-------------------------------------|-----------|--------|

INSTRUCTOR SECTION

| | | | | |
|--|---------------|----|--|-------|
| 1. Do you object to the student adding your course at this time? | Yes | No | 4. What was the student's first date of attendance? | _____ |
| 2. Has the student taken any midterms? | Yes | No | 5. What is the student's midterm grade, if applicable? | _____ |
| 3. Can the student successfully complete the course in the time remaining? | Yes | No | 6. What is the student's final grade, if applicable? | _____ |
| Instructor's Name (printed) | Campus Phone | | Date | |
| Signature | Email Address | | | |

COLLEGE SECTION

| | |
|----------|------|
| Action | Date |
| Comments | |