

# College of Arts & Sciences: Graduate Affairs

## Petition for a waiver of deadline to **ADD A CLASS**

AS: (circle one)    Grade    Pass/Fail    Audit

Return Petitions to: College of Arts & Sciences, Graduate Affairs, Gardiner Hall LL10a, Louisville, KY 40292.  
 You may also send a FAX: (502) 852-7230. E-Mail questions to [asgrad@louisville.edu](mailto:asgrad@louisville.edu).

**Step 1. Complete this section of the form. Please print clearly in INK.**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail (UofL preferred) \_\_\_\_\_ @ \_\_\_\_\_  
*Please print very clearly your e-mail. If it is not legible this will delay your results.*

Unit you are enrolled in, circle one: Arts&Sciences    Business    Education    Speed    Medical    Social Work  
 Other: \_\_\_\_\_ If A&S, list Degree Program \_\_\_\_\_

(Circle one) First request or an Appeal of a previous decision?    If an appeal; (Circle one) Denied or Deferred?

**Step 2. List the course/s for which you are requesting an exception:**  
*(Attach an Instructor's remarks form for each A&S course, see Step 4 on the back)*

CLASS OR DEPT. #	*DEPARTMENT ABBREVIATION	*COURSE #	*SECTION	*SEMESTER & # of CREDIT HOURS	INSTRUCTOR
<i>(Example) 1359</i>	<i>Biol</i>	<i>102</i>	<i>01</i>	<i>Spring 2000, 3 cr.</i>	<i>Dr.Fell(instructors do not sign here attach instr. remarks form)</i>

What will be your total hours if this petition is approved? \_\_\_\_\_ Hours (Please note this does not approve an overload of hours)

Note: This form is only to be used by **GRADUATE** students requesting exceptions to deadlines for A&S courses only. For a late add in a non-A&S course (i.e. Business, Education, Music, etc.); please contact that instructional unit of that class for late enrollment information.

Student: Please complete the other side also - go on to Step 3. – OVER--

**OFFICE USE ONLY –**

\_\_\_\_\_ Approved                      Comments: \_\_\_\_\_  
 \_\_\_\_\_ Denied                      \_\_\_\_\_  
 \_\_\_\_\_ Deferred                      \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3. Explain your reasons for the request in a clear and concise manner on a separate sheet** explaining why the last day to add deadline was missed. You must explain why you missed the deadline, when you began attending the course, and what arrangements you have made with the instructor to make up missed work. **Be very thorough in your explanation. Please note that this request is for an exception for missing posted deadlines that are posted in the Schedule of Courses and/or online.**

**Step 4. Complete the top of the instructor remarks form** for each course listed on your petition from and take it to your instructor to have him/her complete. This is your responsibility. This is not required for masters or doctoral candidacy.

**Step 5.** Return complete forms and required documentation to the Arts and Sciences Graduate Affairs Office on the lower level of Gardiner Hall or to the Arts and Sciences Advising Front Desk on the 1<sup>st</sup> floor.

**Step 6.** Complete check list, sign and date the petition.

**Check List: Did you read and properly complete the forms? Please check each one after reading them.**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Your email?</b>   | <input type="checkbox"/> <b>Courses filled in correctly</b>     |
| <input type="checkbox"/> <b>First petition or Appeal?</b>   | <input type="checkbox"/> <b>Correct terms? (i.e. Fall 2011)</b> |
| <input type="checkbox"/> <b>Did you remember to attach an explanation?</b>                                |   |
| <input type="checkbox"/> <b>Have you attached any and all documentation? (i.e. Instructor's Comments)</b> |   |

**Step 7. Check your e-mail for the results of your petition.** For privacy reasons, results cannot be given over the phone or at the front desk. Results are usually available within 3 to 5 business days of receipt of all required materials, barring holidays, weekends or any unexpected delays. If approved, you may need to contact the Registrar's Office within 10 days of received your email.

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I affirm that the statements I have made in this petition are true to the best of my knowledge. I understand that if the information I have provided is later determined to be false, my petition may be returned to Graduate Affairs for review and the matter may be referred to the Academic Discipline Committee. Also, I affirm that I have read the petition completely.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL.

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