

**UNIVERSITY OF RHODE ISLAND
PETITION TO APPEAL THE ADD OR DROP DEADLINE**

NAME _____ ID _____
 MAJOR _____ COLLEGE _____
 SEMESTER _____

ACTION	COURSE	SECTION	CREDIT	TITLE / INSTRUCTOR
ADD*				
DROP				
CREDIT CHANGE*+				

* BURSAR CLEARANCE REQUIRED + To change credits in a variable credit course, enter the new credit count in the CREDIT column.

INSTRUCTIONS FOR STUDENT

Late adds or drops are approved only for unusual, extenuating circumstances. Full documentation supporting these circumstances must be provided. Late drops will not be approved because you are not making the grade or are unable to pay required fees. If you believe that a late add or drop is justified according to these guidelines, complete this petition as follows:

1. Complete all pertinent information above these instructions.
2. On a separate sheet of paper, state the reasons you believe qualify you for the late transaction(s) requested above. Your name and ID number should be included on the sheet.
3. Attach documentation supporting your claim of extenuating circumstances (e.g., a medical report is expected in case of significant illness.)
4. Have your course instructor(s) complete the instructor portion of the petition below.
5. Submit this completed petition, your statement, and supporting documentation to the secretary in your dean's office.

Submitting this petition does not assure that it will be approved, so be sure to continue attending the affected course(s) while your petition is being evaluated.

6. On Wednesday of the week following the submission of this petition, return to the dean's office to learn the results of your petition. If approved, continue with the remaining two steps.
7. If approved, you will be given this petition to take to the Bursar's Office or the Office of the Registrar.
 - a) For adds and credit changes, take the petition to the Bursar's Office to clear any payment adjustments. The Bursar's Office will, upon payment clearance, collect the petition and pass it to the Office of the Registrar for processing.
 - b) For drops, take the petition directly to the Office of the Registrar.
8. Failure to present this petition to the Bursar's Office or the Office of the Registrar within ten days of approval will require that it be resubmitted for approval to your academic dean.

Student's Signature _____ Date _____

TO BE COMPLETED BY COURSE INSTRUCTORS (Additional comments may be added on back of original copy.)

Course	Sctn.	Instructor	Instructor Signature	Date Student Last Attended	Instructor(s). Do you support this petition?	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
					<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
					<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
					<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment

TO BE COMPLETED BY STUDENT'S DEAN

- Approved Disapproved Returned

Dean's Signature

Date

BURSAR CLEARANCE