

## STUDENT PETITION to add a course

SUBMISSION OF THIS FORM MUST COMPLY WITH ALL STATED DROP-ADD POLICIES AND DEADLINES

Student: \_\_\_\_\_ ID: \_\_\_\_\_

Program/Major(s): \_\_\_\_\_ Grade Level (Circle one): FR SO JR SR

Minor(s): \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Ferrum Email Address: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

The student above is requesting to add the following course for: Year \_\_\_\_\_ Term \_\_\_\_\_

Course Details: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Subject (ex: BIO) Course (ex: 202) Section (ex: 01) Day(s) Class Meets Meeting Time of Class

*This petition is to request enrollment in the above course for which: (Please check the appropriate reason below)*

*\*Special note if the student has not met a prerequisite AND the course is closed, check prerequisite not met!*

\_\_\_\_\_ COURSE IS CLOSED (CC)

\_\_\_\_\_ TIME CONFLICT EXISTS (TC)

\_\_\_\_\_ PREREQUISITE(S) OR CO- REQUISITE(S) NOT MET (PRE)

\_\_\_\_\_ INSTRUCTOR CONSENT IS REQUIRED (IC)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Petitions require Academic Advisor, Instructor and School Dean approval. The faculty recommends approval for the student to be allowed into the above section for the following reason (Academic Advisor, please check the appropriate reason for allowing petition below):***

\_\_\_\_\_ Need Now to Graduate (GRAD)

\_\_\_\_\_ Higher Level MTH Taken (MTH)

\_\_\_\_\_ Class Level Not Met (CLASS)

\_\_\_\_\_ Taking Prereq Concurrent (PCON)

\_\_\_\_\_ Instructor Consent Given (ICG)

\_\_\_\_\_ Time Conflict Discussed (TCD)

\_\_\_\_\_ Transcript Forthcoming (TRAN)

\_\_\_\_\_ Required Course in Major (RCMAJ)

\_\_\_\_\_ Required Course in Minor (RCMIN)

\_\_\_\_\_ Catalog Year Change (CYC)

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT FORM TO THE APPROPRIATE SCHOOL SECRETARY:

ARTS & HUMANITIES: BRITT HALL, ROOM 203

NATURAL SCIENCES AND MATHEMATICS: GARBER HALL, ROOM 223

SOCIAL SCIENCE AND PROFESSIONAL STUDIES: ROBERTS HALL, ROOM 13

**FORMS SUBMITTED AFTER STATED DEADLINES OR WITHOUT APPROPRIATE SIGNATURES WILL NOT BE PROCESSED**

OFFICE USE ONLY:

DECISION ENTERED IN COLLEAGUE: (INITIALS) \_\_\_\_\_ (DATE) \_\_\_\_\_

RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE, JOHN WESLEY HALL, ROOM 13