

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):

<input type="checkbox"/> Need Now to Graduate (GRAD)	<input type="checkbox"/> Time Conflict Discussed (TCD)
<input type="checkbox"/> Higher Level MTH Taken (MTH)	<input type="checkbox"/> Transcript Forthcoming (TRAN)
<input type="checkbox"/> Class Level Not Met (CLASS)	<input type="checkbox"/> Required Course in Major (RCMAJ)
<input type="checkbox"/> Taking Prereq Concurrent (PCON)	<input type="checkbox"/> Required Course in Minor (RCMIN)
<input type="checkbox"/> Instructor Consent Given (ICG)	<input type="checkbox"/> 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 COLLEGE: (INITIALS) _____ (DATE) _____
RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE, JOHN WESLEY HALL, ROOM 13