



COLLEGE OF ARTS AND SCIENCES

HOBSON ACADEMIC SERVICES CENTER

The University of Oklahoma

Ellison Hall, Room 124

633 Elm Avenue

Norman, OK 73019-3118

Telephone: 325-4411 FAX: 325-7429

PETITION TO RETROACTIVELY ADD COURSE(S)

Please print clearly.

Full Name: _____

Sooner ID#: _____

Address: _____

Major: _____

Classification: _____

Phone #: _____

Expected Date of Graduation: _____

e-mail: _____

May we contact you by e-mail about your petition? Yes No

Use this form to add a course *from a previous term*. For a request to change your enrollment for the current term, ask for the appropriate form. Please fill out this form completely according to the following steps:

1. On a separate page, print or type an explanation and justification of your request (Specifically, why do you think the request should be granted? What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request?) Be specific, concise, and clear. Petitions that are illegible or poorly written may be returned without a decision.
2. Include your name and ID# on the separate page and any supporting documentation.
3. On the back of this form, indicate the course(s) and term and have your instructor(s) verify that you completed the course(s). Return this form (with instructors' signatures), your explanatory page, and any supporting documentation to the Arts and Sciences Academic Services Office, Ellison Hall #124.

Please allow me to add the following course(s) for the _____ semester (list the name and number for each course):

Student's Signature: _____

Date: _____

FOR OFFICE USE ONLY
(Do not write in this section.)

Input # _____

Action by the Assistant Dean: _____ Approved _____ Denied

Signature: _____

Date: _____

Instructor's Verification for Retroactive Add Request

Student's Name: _____

Sooner ID#: _____

To instructor(s):

This student is requesting that s/he be added to your class retroactively. Your signature below will verify that the student completed the work in the class and earned a grade. (The first line shows an example.) It is not necessary to indicate the grade earned; the Office of Academic Records will contact you for that information if the request is granted. The student's request will not be approved without your verification, but your willingness to allow the requested action does not necessarily mean I will grant the request. I will make that decision on the merits of the student's circumstances.

If you have any questions, please call me at 325-1002.

Dr. Rhonda Dean Kyncl, Assistant Dean

Dept/Course#-sec#	term	Instructor's name (printed)	(signature)	date
<u>ENGL 1113-015</u>	<u>Sp04</u>	<u>John Smith</u>	<u><i>John Smith</i></u>	<u>06/01/04</u>