

# Late Add Petition

*OneStop Student Services, 253 University Hall CPO #1380, UNC Asheville, One University Heights, Asheville NC 28804*

**Full Name:** \_\_\_\_\_ **UNC Asheville ID#: 930** \_\_\_\_\_  
(PRINT FULL NAME CLEARLY)

**UNC Asheville Email:** \_\_\_\_\_ **@unca.edu**      **Phone:** \_\_\_\_\_

*Have you requested exceptions to academic policies in the past? \_\_\_\_\_ If yes, what kind of exceptions have you requested?*

**LIST THE COURSE(S) FOR WHICH YOU ARE REQUESTING A LATE ADD:**

<i>Semester/Year</i>	<i>Department</i>	<i>Course Number &amp; Section</i>	<i>Instructor</i>

**Complete the following instructions:**

*Students should continue to attend classes and complete assignments until they are notified of the decision. Forms should be turned in prior to the last two weeks of the semester. Include the following information in the space provided below (attach separate sheet if needed):*

- 1. Give a complete explanation of your request for this exception.*
- 2. Provide a plan outlining the steps you will take to avoid future exception requests.*

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**The following signatures must be obtained before this petition will be reviewed:**

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

**\*This student has been attending class regularly (please circle): YES / NO**

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

***I hereby declare all statements and attachments submitted contain true and accurate information.***

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

**Name (printed)** \_\_\_\_\_

*You will be informed of the approval or denial of your request by email. Emails regarding this appeal will only be sent to UNC Asheville email accounts.*

Received in OneStop by \_\_\_\_\_ Date \_\_\_\_\_ Complete (Y/N) \_\_\_\_\_ Needs: \_\_\_\_\_

Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Changes Processed (if approved) by \_\_\_\_\_ Date \_\_\_\_\_ Student Notified by \_\_\_\_\_ Date \_\_\_\_\_