



Late Add Petition

OneStop Student Services, 011 Ramsey Library, CPO #1580, UNC Asheville, One University Heights, Asheville NC 28804

Full Name: _____ (PRINT FULL NAME CLEARLY) UNC Asheville ID#: 930 _____

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:

Semester/Year	Department / Course Number & Section	Instructor	Instructor's Signature	Has the student been attending?		Department Chair's Signature
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	

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.

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 _____