Late Add Petition
OneStop Student Services, 011 Ramsey Library, CPO #1580, 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:

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Department / Course Number &amp; Section</th>
<th>Instructor</th>
<th>Instructor’s Signature</th>
<th>Has the student been attending?</th>
<th>Department Chair’s Signature</th>
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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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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 ______________

Rev. 7/14