



Open University Course

Petition for Late or Retroactive Add

IF YOU ARE SEEKING AN EXCEPTION TO THE DEADLINE FOR ADDING A COURSE, you must submit this petition, the assessment fee, an original Open Enrollment Authorization Form, and a personal statement to the Extension Student Services Office. *In particular, you must explain why you did not add the course by the published deadline. Approval of late adds are granted only in very unusual or compelling circumstances.* All information you provide is confidential and will be reviewed in this office only.

A \$100 per course fee is charged to submit a Petition for Late or Retroactive Add after the published enrollment deadline.

Your request will be considered only after you have provided your written statement and the instructor's statement. You may be asked for additional information or documentation.

▶ Name (first, m.i, last) _____

▶ Social Security # or Int. Student I.D. _____ E-mail _____

Address _____

Course Title _____ Quarter _____

Course # _____ Instructor _____

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

INSTRUCTOR'S STATEMENT

Student attended class regularly: Yes No

Student completed all course work/exams: Yes No

Student received a grade for the course: Yes No Grade _____ Units _____

Comments:

Instructor's Signature _____ Date _____

Please note: Instructor's signature for advisory purposes only. Authority for final approval rests with the Dean of Extended Learning Services (ELS).

ELS Dean's Signature _____ Date _____

PAYMENT OPTIONS

Check Check written to the UC Regents

VISA Credit Card Number _____ Expiration Date _____

MasterCard Cardholder Name _____ Security Code _____
(Exactly as it appears on credit card) (Enter the 3 digit code that appears on the back of your credit card.)

PLEASE SUBMIT TO:

UCSB Extension • 1110 Kerr Hall, UCSB, Santa Barbara, CA 93106-1110

Phone: (805) 893-4200 • E-mail: registrars@els.ucsb.edu • www.extension.ucsb.edu