



PETITION TO ADD A COURSE AFTER THE RESTRICTIVE DEADLINE

Complete this form to petition for an exception to the restrictive deadline for adding a course. Submitting this request does not guarantee approval of your request. Exceptions that are requested early in the term are more likely to be approved, space must be available in the course, you must meet course requirements/prerequisites, and your written explanation must be compelling. Enrollment changes are not possible after the end of a term. Any changes to enrollment may affect your financial aid, billing, etc. Seek advice from the appropriate office if you have any questions about how this exception affects your account/aid. This form is not appropriate if enrollment is delayed due to a registration hold. You will be notified via your OSU email address regarding the outcome.

Student Full Name: (Last, First, Middle) Student ID:

Student Email: Student Phone Number:

Semester: [] Spring [] Summer [] Fall Year: 20

Check below your requested action and obtain all the required approvals before submitting to the Office of the Registrar.

Add a course

Section change of the same course or change to another course that is equivalent/cross-listed with the current course (must be for reasons other than time/instructor preference)

Increase the number of credit hours in a variable credit course

WRITTEN EXPLANATION (ATTACHED TYPED STATEMENT IF NECESSARY)

Provide a written statement that states the reason for your petition and explain what prevented you from adding the course or making the change prior to published enrollment deadlines.

Provide the following information about the course you are petitioning to add:

ADD NEW COURSE (or increase variable credit course)

For variable credit course change only:

CRN Course Prefix Course Number Current Variable Credit Hours Requested Variable Credit Hours

DROP CURRENT COURSE (use only for section change requests or equivalent course change requests)

CRN Course Prefix Course Number

REQUIRED APPROVALS - It is the responsibility of the student to obtain the approvals below. The petition cannot be processed without all required approvals. This form will expire five business days after the date of the instructor's approval.

Student Signature Date

Advisor Signature Date

Instructor of course to be added Date

Instructor of course to be dropped (if applicable) Date

Department Head (Department offering the course) Date

Associate Dean (for Undergraduate Students) or Graduate Dean (for Graduate Students) Date

Registrar Signature Date

Registrar's Use Only
Verified by Assistant/Associate Registrar: Comments:
Processed by: (Straight drop if a course is dropped to add one) Date: