



Compton College

LATE ADD PETITION

Spring 2020

Notified _____ By _____

You will only be approved for a late add if there is an acknowledged error on the part of your instructor or a college employee. **Reasons such as not knowing the procedure, forgetting to add, needing to work, not having time to complete the add process, or having a hold will be denied.**

LATE ADD PETITION MUST BE RETURNED TO ADMISSIONS OFFICE COMPLETED, SIGNED AND WITH ALL REQUIRED DOCUMENTATION BY:



If you fail to meet this designated deadline you forfeit all rights to enroll in this class. Note: Submission of this petition does not guarantee enrollment. Enrollment must be in accord with the California Education Code, Title 5 Code of Regulations, and the policies and procedures of Compton College.

You will be notified via your Compton College email if your petition has been approved or denied.

NAME _____ DATE _____
(PLEASE PRINT) LAST FIRST MIDDLE

ADDRESS _____
NUMBER-STREET CITY STATE ZIP

STUDENT ID NUMBER _____ TELEPHONE _____ BIRTHDATE _____

COURSE NAME _____ CRN NUMBER _____

INSTRUCTOR'S NAME _____

STUDENT: Present your request as clearly and briefly as possible.

INSTRUCTIONS: You must 1) provide an explanation why you are submitting this petition; 2) sign and date the petition; 3) obtain staff signature acknowledging error; 4) obtain the signature of the instructor; 5) obtain the signature of the division dean; and 6) **include the Add Authorization Code.**

REMINDER: The nature of your reason must be college error.

1. PETITIONS SUBMITTED AFTER THE DEADLINE WILL BE DENIED.

Required signatures and more information are on the back of this form.

IMPORTANT NOTE: PETITIONS WITHOUT APPROPRIATE SIGNATURES AND PROPER DOCUMENTATION AND ADD AUTHORIZATION WILL BE DENIED

NOTE: If you do not submit this petition with all required information and signatures by the deadline for late add submissions (see front of this form), you will not be enrolled in the course. There will be NO further opportunities to petition. If you remain in the course and later petition to obtain credit, it will be denied.

Admissions & Records will deny any late add petition for any of the following cases:

- 1) Student has not met the prerequisite for the course;
- 2) Student has not filed an application for admissions;
- 3) Enrollment would constitute an illegal repeat;
- 4) Enrollment would create an unauthorized overload of units;
- 5) Enrollment is blocked by a hold (fee, disciplinary, academic/progress dismissal, other);
- 6) Student is a K-12 student who has not completed admissions requirements;
- 7) Student's first day of attendance is in or after the third week of the semester (full semester course. Earlier deadlines apply to short term courses [less than 16 weeks]).

2. I certify that the statements above are true and the documentation I have provided is accurate. I acknowledge that false statements or forged or altered documentation can result in disciplinary action under the Student Code of Conduct. *I understand that failure to submit this documentation or submit documentation on time will result in an automatic denial.*

STUDENT SIGNATURE

DATE

ADD AUTHORIZATION CODE

There must be signatures in all three sections listed below

3.

Signature (Staff or Faculty that contributed to the error)

Date

Recommendation: Approve Deny

Comments regarding the Nature of Error:

4.

Instructor's Signature: _____

Date Student First Attended Class: ___/___/___

Comments: _____

Recommendation: Approve Deny

5.

Dean's Signature

Date

Recommendation: Approve Deny

Dean's Comments:

DO NOT WRITE BELOW THIS LINE-FOR OFFICE USE ONLY

Admissions & Records Signature

Date

Circle One: Approved Denied

ACTION TAKEN:

BY _____

DATE _____