

**Petition to Add a Class Late for
Weekly and Daily Census Courses**

DATE RECEIVED _____

INITIALS _____

PLEASE PRINT. PLEASE USE INK AND ALLOW TEN DAYS FOR PROCESSING.

The Petition to Add a Class Late will only be considered for unusual circumstances beyond the control of the student that prevented enrollment by the established deadline dates. Note: The student must have been fully participating in the class the day immediately preceding the census date of the course.

- KENTFIELD CAMPUS
 INDIAN VALLEY CAMPUS

MARIN ID # _____

NAME _____
LAST FIRST MIDDLE INITIAL

MAILING ADDRESS

NUMBER & STREET

CITY STATE ZIP

DAY PHONE _____ E-MAIL ADDRESS _____
AREA CODE TELEPHONE NUMBER

COURSE INFORMATION SEMESTER: FALL SPRING SUMMER 20 _____

CRN	COURSE TITLE & NO.	DAYS & TIMES	UNITS	ADD CODES	FIRST DAY OF CLASS

EXPLANATION OF UNUSUAL CIRCUMSTANCES

Please use back of form if more space is necessary, and attach any documentation to this form.

I _____ INSTRUCTOR'S NAME certify that the above named student was actively participating in my class prior to the census date for the above course.

INSTRUCTOR'S SIGNATURE _____ DATE _____

OFFICE USE ONLY

DEAN OF ENROLLMENT SERVICES _____ DATE _____

APPROVED DENIED REASON FOR DENIAL _____

PROCESSED BY _____ DATE _____