

College of Engineering

Late Add Petition

The Ohio State University has an established, firm course enrollment deadline (e.g. 2nd Friday for full-term courses) of each academic term, to align with the intention of the educational experience as well as federal and state expectations of enrollment reporting for subsidy distribution. After this point in the term, enrolling in a course will require approval via petition. These petitions will be reviewed and determined on the following factors:

- The reasoning the student provides for the delay in enrollment and the timing within the term,
- The nature of the course structure and the amount of missed course content thus far,
- The student's academic performance,
- The student's previous record of registration petitions, and
- Any documented university error.

Petition Process Overview

Submission of a Late Add Petition requires completion of the following steps:

1. Obtain this Late Add Petition packet from your academic advisor. The packet will include:
 - a. **Late Add Petition Form,**
 - b. **Course Enrollment Permission Form, and**
 - c. **Guidelines for your Personal Statement.**
2. Compose a **Personal Statement**, explaining the following:
 - a. a clear explanation as to why the courses were not added prior to the established deadline,
 - b. specific steps you will take to avoid late enrollment in the future, and
 - c. if you are requesting a waiver of the \$100 Late Registration Fee (assessed for any course enrollments after the deadline), explain the University error that occurred.
NOTE: Waivers of the \$100 late registration fee are only requested on your behalf in cases of University error (with documentation). If the College does not submit a waiver petition on your behalf, you have the option to submit it directly to the Student Services Center by completing the Late Appeal Form found on: <http://registrar.osu.edu/students/current.asp>. The University Registrar makes the final decision on fee waivers.
3. Complete the **Course Enrollment Permission (CEP) Form**, which requires signatures of approval from both the Instructor AND the Department Chair of the course offering unit. (Not all departments will give approval to add courses after the established deadline. If the department does not support your enrollment, there is no appeal.)
4. Secure **official documentation** which supports your rationale. Examples include: emails sent to your instructor when attempting to get permission to add the course, copies of forms submitted to your advisor, etc.
5. Attach the **signed CEP Form**, your **personal statement**, and any **documentation** to the **Late Add Petition Form**. Submit to your academic advisor for review and processing.



College of Engineering Late Add Petition Form

Student Instructions

Fill out this form, attach the items listed below, and submit to your academic advisor for review.

- Course Enrollment Permission Form
- Personal Statement
- Official documentation supporting the petition (if applicable)

Petitioning Student Information

Full Name: _____

OSUID: _____

OSU Email: _____

Current Major: _____

I am requesting consideration of a Late Add Petition for the following course:

<u>Term & Year</u>	<u>Department</u>	<u>Course Number</u>	<u>Class Registration Number</u>	<u>Credit Hours</u>

Check ONE of the options below:

- I understand that I will be responsible for the \$100 Late Registration Fee (per course added).
- I am requesting consideration of a waiver of the \$100 Late Registration Fee on the grounds of University error, for which I have provided documentation. If this waiver is not approved, I wish to CONTINUE with my Late Add Petition and be enrolled in the course. I understand that I will be responsible for the \$100 Late Registration Fee.
- I am requesting consideration of a waiver of the \$100 Late Registration Fee on the grounds of University error, for which I have provided documentation. If this waiver is not approved, I wish to CANCEL my Late Add Petition and NOT be enrolled.

Submission Statement: I have read the petition information and understand the procedure for submitting this petition. I am aware of the possible consequences if my petition to add the course for this term is or is not approved. I will attest that all required documentation has been submitted in an honest manner.

Student Signature

Date

COMMITTEE ACTIONS:	LATE ADD PETITION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS: _____	LATE REGISTRATION FEE:	<input type="checkbox"/> WAIVED	<input type="checkbox"/> NOT WAIVED
_____			<input type="checkbox"/> Notification Sent
_____			<input type="checkbox"/> OUR Form(s) Sent
SIGNATURE _____			<input type="checkbox"/> NOTES Comment Posted
	DATE: _____		



Course Enrollment Permission Form

Student Information

Ohio State ID	Last Name	First Name	Middle Name/Initial	Suffix
Ohio State name.#	Term	College	Student's Signature	Date

Course Information

Term	Year	College	Department	Course Number	Credit Hours	Class Number
Instructor's Name		Co-requisite Class Number				

Action

- Waive Prerequisite Requirements
- Enter a Course Requiring Permission
- Schedule the Class with a Time Conflict
(Both Instructors' Signatures Required)
- Override the Limit and Enter a Full Section
(If this action will exceed the room limit, this form will not be processed)

Instructor's Signature	Date	Instructor's Printed Name and OSU ID
Instructor's Signature (Second for Time Conflict)	Date	Instructor's Printed Name and OSU ID (Second for Time Conflict)

- Add the Course
- Audit the Course [First Date of Attendance: _____]

Instructor's Signature <i>After the 1st Friday of the Semester</i>	Date	Instructor's Printed Name and OSU ID
Department Chairperson/Designee's Signature <i>After the 2nd Friday of the Semester</i>	Date	Department Chairperson/Designee's Printed Name
Advisor's Signature	Date	Advisor's Printed Name
Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

- Repeat the Course for Audit
- Repeat the Course for a Grade
- Pass/Non-pass Options (undergraduates only)
- "U" Option
- Raise Total Registration Maximum to _____ Credits.
- Drop the Course [Last Date of Attendance: _____]

Instructor's Signature	Date	Instructor's Printed Name and OSU ID
Advisor's Signature	Date	Advisor's Printed Name
Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

Special Processing

Notes	Initials	Date
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Revised: 12/09/2014

To return this form:

Take this form to your college office for appropriate action. For a complete list of Colleges and Schools visit: osu.edu/academics/a-z.html.