# Late Add/Drop Petition - SOE

To be used by School of Education Students

Use the second page of this form to explain why you are requesting this exception to University policy. The form will not be processed without a detailed explanation. Attach any supporting documentation.

<table>
<thead>
<tr>
<th>LMU ID NUMBER</th>
<th>NAME (LAST, FIRST)</th>
<th>SIGNATURE OF STUDENT</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TERM FOR WHICH REQUEST IS BEING MADE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUM I</th>
<th>SUM II</th>
<th>YEAR</th>
<th>EMAIL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE TO LATE:</th>
<th>ADD</th>
<th>DROP</th>
<th>CRN</th>
<th>DEPARTMENT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE TO EXCHANGE IF APPLICABLE:</th>
<th>CRN</th>
<th>DEPARTMENT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
</table>

**RECOMMENDATION:**
- [ ] ACKNOWLEDGE
- [ ] APPROVAL
- [ ] DENIAL

**INSTRUCTOR (SIGNATURE):**

**ADVISOR (SIGNATURE):**

**PROGRAM DIRECTOR (SIGNATURE):**

**ASSISTANT DEAN (SIGNATURE):**

**UNIVERSITY REGISTRAR’S ACTION:**
- [ ] APPROVE
- [ ] DENY

**UNIVERSITY REGISTRAR (SIGNATURE):**

**DATE:**

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Office of the Registrar
Charles Von der Ahe Building 1
LMU Drive, Suite 150
Los Angeles, CA 90045-2659
T310.338.2740 F310.338.4466
registrar@lmu.edu

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STUDENT ASSUMES FULL RESPONSIBILITY FOR FINANCIAL ADJUSTMENTS THAT MAY BE INCURRED TO THE STUDENT ACCOUNT BY THE APPROVAL OF THIS PETITION FOR THE TERM FOR WHICH REQUEST IS BEING MADE.
DETAILED EXPLANATION OF WHY YOU ARE REQUESTING AN EXCEPTION TO UNIVERSITY POLICY:

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