

CARLETON COLLEGE
REGISTRAR'S RECOMMENDATION TO THE ACADEMIC STANDING COMMITTEE
FOR EXCEPTION TO REGISTRATION POLICIES

Complete and return to the Registrar's Office

ID _____ NAME _____ CLASS YR _____ DATE _____

_____ LATE ADD/DROP Granted Denied Tabled

_____ OVERLOAD Granted Denied Tabled

_____ OTHER _____ Granted Denied Tabled

LIST COURSES YOU ARE ASKING TO ADD

DEPARTMENT	COURSE #	SECTION #	CREDIT	INSTRUCTOR	TERM	ACADEMIC YEAR

Provide a concise statement of your request and rationale. If requesting an overload also list all other courses for the term:

INSTRUCTOR'S COMMENTS (REQUIRED):

Student Petitioner's Signature _____
Date

ADVISER'S COMMENTS (REQUIRED):

Instructor's Signature _____
Date

Adviser's Signature _____
Date

REGISTRAR'S COMMENTS:

Registrar _____
Date

ANSWERS TO YOUR QUESTIONS ABOUT PETITIONING

PETITIONING TO LATE ADD

Check the late add/drop line and circle add. List the course you are adding in the boxed area. Explain why you are asking to add after the deadline. You must get the instructor's signature and comments from the instructor reflecting when you started attending the class. The adviser's signature and comments are also required.

PETITIONING TO HAVE A DRP REMOVED FROM YOUR RECORD

Check "other" and wire "removal of DRP for (course)." Explain that you want a removal of DRP from your record and why you think the DRP should be removed. The instructor must state when the last day of attendance was and sign the form. The adviser's signature and comments are also required.

PETITIONING TO OVERLOAD (due before the end of the drop/add period for the course in question.)

Check the overload line. List the course that will overload you in the boxed area. Explain why you want to overload and list all other courses for the term in your statement. You must get a signature and comments from the instructor of the overload course. Your adviser's signature and comment are also required.

PETITIONING TO LATE DROP (after the last day of classes)

Check the late add/drop line and circle drop. List the course you want to drop after the last day of classes. Explain why you are asking to drop the course after the term is over. You must get the instructor's signature and a comment stating when you last attended the class. The adviser's signature and comments are also required.