



# Compton College

Notified \_\_\_\_\_ By \_\_\_\_\_

## LATE ADD PETITION

FALL 2023

Late Add Petitions can be submitted for errors on part of the college or an employee of the college. Proof of this error must be verified to be considered for approval. ***Reasons such as not understanding the add process, not getting an add code, too busy or no time to add the class on time, or having an academic or fee hold are not valid reasons for a late add.***

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

### SUBMISSION DEADLINES:

**Full Term Classes** – Tuesday, September 12, 2023

**1<sup>st</sup> 8 week session** – Tuesday, September 5, 2023

**2<sup>nd</sup> 8 week session** – Monday, October 30, 2023

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

***Notifications will be sent to your Compton College email.***

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST M.

ADDRESS \_\_\_\_\_  
NUMBER-STREET CITY STATE ZIP

STUDENT ID # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ PHONE \_\_\_\_\_

COURSE NAME \_\_\_\_\_ CRN NUMBER \_\_\_\_\_

INSTRUCTOR'S NAME \_\_\_\_\_

### STUDENT INSTRUCTIONS FOR COMPLETION OF PETITION

1. Provide an explanation why they are submitting this LATE ADD petition.
2. Obtain staff or faculty signature acknowledging college error.
3. Student must sign, date, and include class Add Authorization Code.
4. Obtain the signature of the class instructor and their academic dean.

### STUDENT USE ONLY: Provide reason why class was not added by the deadline

1. PETITIONS SUBMITTED AFTER THE DEADLINE WILL BE DENIED.

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

**NOTE:** If you do not submit this petition with all required information and signatures by the deadline listed on this petition, 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.

**PETITIONS WITHOUT REQUIRED SIGNATURES AND PROPER DOCUMENTATION AND ADD AUTHORIZATION CODES WILL BE DENIED**

**Late Add Petition will not be approved or processed if any of the following reasons exist:**

- A. Student has not met the prerequisite for the course or doesn't have a clearance before the add date.
- B. Student has not filed an application for admissions.
- C. Enrollment would constitute an illegal repeat.
- D. Enrollment would create an unauthorized overload of units.
- E. Enrollment is blocked by a hold (fee, disciplinary, academic/progress dismissal, other).
- F. Student is a K-12 student who has not completed dual enrollment admission requirements.
- G. Time-conflict with another class.
- H. First day of attendance is on or after the class census date.

**2. Student Certification:** *I certify that the statements above are true and that I have read the reasons for automatic denial. I understand that false statements or forged or altered documentation can result in disciplinary action under the Student Code of Conduct. I understand that failure to meet all requirements stated on this petition will result in an automatic denial.*

STUDENT SIGNATURE

DATE

ADD AUTHORIZATION CODE

**There must be wet or electronic signatures in all three sections listed below.**

**3. Acknowledgement of College Error:**

Signature (*Staff or Faculty that contributed to the Error*)

Date

Recommendation:  Approve  Deny

Comments regarding the Nature of Error:

**4. Instructor Signature**

Instructor's Signature: \_\_\_\_\_

Date Student First Attended Class: \_\_\_/\_\_\_/\_\_\_

Comments: \_\_\_\_\_

Recommendation:  Approve  Deny

**5. Academic Dean's Signature**

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 \_\_\_\_\_