

THE OHIO STATE UNIVERSITY
SCHOOL OF HEALTH AND REHABILITATION SCIENCES

Course Add Petition (post 2nd Friday)

NAME:	ID:	NAME.#
ARE YOU A (CHECK ALL THAT APPLY) <input type="checkbox"/> GRADUATING SENIOR? (IF YES, LIST QUARTER AND YEAR GRADUATING) _____ <input type="checkbox"/> STUDENT ATHLETE?		
<input type="checkbox"/> MAJOR <input type="checkbox"/> PRE-MAJOR LIST MAJOR OR PREMAJOR: _____		

**Documentation Necessary to Add a Class
(after the 2nd Friday of the Semester)**

Petition Process

Documentation Necessary

- Course Enrollment Permission Form
 - Signed by instructor
 - Signed by department chair
- Student Petition
 - Please explain the reason for adding the course past the second Friday deadline of the semester. Attach additional paperwork/documentation if necessary.

- Course Fee Assessment

Student Initial

____ I understand that a \$100 dollar fee will be added for every course added after the 2nd week of the semester. I agree to contact the Student Services Center at (614)292-0300 if I have questions regarding this fee assessment.

*Fee waiver – the \$100 dollar fee *may* be waived if you meet the one or more of the following conditions (please check any that apply). Fee waivers are left to the discretion of the college and may not be awarded.

- Same course section change
- Late add due to late admission to major
- Other (please state any additional reason you believe fee should be waived. Note: not submitting paperwork on time/not aware of deadline is not a valid reason to waive fee).

Student Initial:

____ I understand that submission of this petition is not a guarantee that I will be admitted to the class. Your advisor will contact you with a decision regarding this petition after it's review.

Student Signature:	Today's Date:
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