

# Petition for Late Enrollment

## Purpose

Requests to add enrollment for a term beyond the published census date must be approved by the Provost, Dean of the College, and Associate Provost for Students and Administration. This form must be completed and submitted with a completed *Add/Drop Form* to the Office of the University Registrar: [registrar@uams.edu](mailto:registrar@uams.edu). Upon review, the student will be notified of the petition result by email.

## 1. Student Information

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ UAMS ID: \_\_\_\_\_

Academic College/Program: \_\_\_\_\_

UAMS Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2. Enrollment Change Details

Term/Semester (e.g., Fall 2024): \_\_\_\_\_

Change Requested:  Add Class to Schedule  
 Adjust Existing Credit Hours  
 Swap Classes (enter current class here: \_\_\_\_\_)

New/Updated Course Subject and Catalog (e.g., PBHL 59932): \_\_\_\_\_

Class Section (e.g., 001, 100, etc.): \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Class Start and End Dates: \_\_\_\_\_

Primary Instructor: \_\_\_\_\_

## 3. Petition Justification (Student)

The student should describe the reason/justification for this request in as much detail as possible.

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**4. College/Department Statement of Support**

The college or academic department should provide a statement of support for the petition, specifically addressing a plan to ensure that the late enrollment will not hinder the student’s ability to successfully complete all required coursework within the remaining class timeframe.

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**5. Required Signatures**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director/Advisor Printed Name: \_\_\_\_\_

Primary Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Assistant/Associate Dean Printed Name: \_\_\_\_\_

College Assistant/Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received by Office of the University Registrar: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Submitted for Provost Approval: \_\_\_\_\_

Date of Final Decision: \_\_\_\_\_  Approved  Denied