

Topics in Advising

Petition to Add

Introduction:

A petition to (late) add is to be used by students who wish to add a course after the deadline. Students are able to add and drop classes during the first two weeks of each semester without petition. After that date, the only way to add a class is via petition. The petition requires approval from the Professor teaching the course, and the Department Faculty Chair that the course is taught in. Generally, the student has until the end of the fourth week of the semester to late add a class.



Process:

1. A student should first connect with the professor teaching the course to get support before submitting the petition. Most faculty are unlikely to approve a petition without connecting with a student first.
2. Except in rare circumstances, there must be an open seat in the class to add the course.
3. Fill out, sign, and submit the electronic petition before the posted deadline.
4. Make arrangements with the professor to start attending class while the petition is being processed.
5. After signatures are gathered by the Professor and the Department Chair, the petition is forwarded to the Registrar's Office. If approved, the Registrar will register the student in the class. This process can take a few days.
6. Confirm that the class appears on your semester schedule in Student Center in MySSU. This will ensure that you are on the class roster and will earn a grade in the course.



Things to Consider:

Before proceeding with a petition to late add, we encourage you to connect with an academic advisor to talk through the pros and cons. In the meantime, here are some important items to consider before moving forward with the petition.

- Depending on when you start this process, you will likely be 2-4 weeks behind in the class. Do you have enough time to play catch-up to ensure you earn the grade you need?
- It is extremely rare to late add more than one class, given the workload that comes with catching up.
- If you have questions about your unit total without adding a class and the impact on your financial aid award, contact the SSU Financial Aid Office for support.
- If your unit total without the course is not a concern for financial aid or residence hall requirements, taking a lighter load for one semester usually is not enough to delay graduation. Talk to an advisor about how to make up units during summer or winter intersessions or in future semesters.