

HARPUR COLLEGE OF ARTS AND SCIENCES

LATE ADD PETITIONS - CURRENT SEMESTER

Students may add courses to their schedules on the BU Brain during the first two weeks of a semester. After the add deadline, Harpur students may petition a course instructor to late add a course through the last day of the semester in which the course is offered. **Approval is at the discretion of the instructor.**

Late Add Petition Checklist

1. If I will have more than 18 credits with the addition of this course, review the [overload policy](#) on the Harpur Academic Advising website.*
2. Type information into Late Add—Current Semester petition. Print out my petition and bring to my instructor for signature.
3. Make one copy of this signed petition for my records.
4. Bring the original petition to Registrar's Office (SW-119) for input **within one week of obtaining instructor's signature**. I understand that I will be billed a \$20 Late Add Fee, as well as any tuition/fees related to course enrollment.
5. Five (5) days after receiving my email notification, verify that my course has been added to my schedule.

- * If this course brings your total credits for the semester to more than 18 credits, this is considered an overload. After the fifth day of the semester, students with a 3.3 or higher cumulative GPA qualify to register for 22 credits and do not need to petition for an overload. Those with less than a 3.3 cumulative GPA must apply separately for an overload. Read the [overload policy](#) on the Harpur Academic Advising website to determine whether you qualify for an overload and to petition for an overload, if you do qualify.

Additional Information:

Note that by signing this form, you are accepting financial liability for tuition and fees related to course enrollment. When making changes to your registration, you will be assessed according to SUNY Board of Trustees policies. (NOTE: Academic deadlines are not related to the deadlines for determining tuition liability).

You are also agreeing to make payment by the deadline on your next billing statement and acknowledge that late and/or partial payments are subject to additional fees.

In addition, outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration and transcripts.

THE FOLLOWING FORM IS FOR CURRENT SEMESTERS ONLY

Type directly into this form, print, obtain signature(s) and submit approved petitions to the:
Registrar's Office, SW-119

NOTE: If approved, you will be billed a \$20 processing fee.

[**CLICK HERE FOR PETITION**](#)