

HARPUR COLLEGE OF ARTS AND SCIENCES
LATE ADD PETITION - PAST SEMESTERS

Students who realize that a course was not on their schedule after finals have ended may request to late add the course to their schedule.

Late Add Petition Checklist:

1. Type information into Late Add – Past Semester petition. Print out petition and bring to my instructor for signature.
2. Make one copy for my files.
3. Bring to Harpur Academic Advising office.
4. Wait for an email stating the outcome of your petition. This typically arrives within five (5) business days.
5. If I receive a confirmation email that the Late Add is approved, verify on BU Brain that the course has been added. This may take up to five (5) business days.
6. After the course has been added in BU Brain, ask my instructor to submit a Change of Grade Form.
7. I understand that I will be billed a \$20 Late Add Fee, and any other tuition or fees related to course enrollment, if my petition is approved.

Additional Information:

Note that by signing the Late Add 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 PAST SEMESTERS ONLY

Please type directly into this form, print, obtain signature(s), make one copy, and submit to the Harpur College Academic Advising Office, AB-G18.

[CLICK HERE FOR PETITION](#)