

OPEN UNIVERSITY COURSE PETITION FOR LATE OR RETROACTIVE ENROLLMENT

STUDENTS SEEKING AN EXCEPTION TO THE DEADLINE FOR enrollment in a COURSE, must submit this petition, the assessment fee, an original Open University Authorization Form, and a personal statement to the UCSB Extension Student Services Office. *In particular, students must explain why they did not enroll in the course by the published deadline.* **Approval of late enrollments are granted only in very unusual or compelling circumstances.** All information students provide is confidential and will be reviewed in this office only.

A \$100 per course fee is charged to submit a Petition for Late or Retroactive Enrollment after the published Enrollment Deadline.

The students' request will be considered only after they have provided their written statement and the instructor's statement. Students may be asked for additional information or documentation.

Name (first, m.i., last)

UCSB Extension Student #

E-mail

Address

Course Title

Quarter

Course I.D.

Instructor

Instructor's Signature

Date

Student's Signature

Date

INSTRUCTOR'S STATEMENT

Student attended class regularly: Yes No

Student completed all course work/exams: Yes No

Student received a grade for the course: Yes No Grade _____ Units _____

Comments:

Instructor's Signature

Date

Please note: Instructor's signature is for advisory purposes only. Authority for final approval rests with the Dean of UCSB Extension.

UCSB Extension Dean's Signature

Date

PAYMENT OPTIONS

By Mail:

Check written to the UC Regents

At the Extension Office:

Cash

Check

Credit Card