



Use this form to petition to enroll in credit courses offered through the Office of Continuing Education after the late enrollment period. Complete this form with all appropriate signatures and return to our address above or fax to (312) 996-8026.

**STUDENT INFORMATION** (please print legibly)

First Name	Middle Initial	Last Name	Date of Birth
Street Address		City	State      Zip
Email Address		Day Phone	

**COURSE**

Course Rubric	Course Number	Course Title
Number of credit hours	Semester/Year	UIN

**STUDENT STATEMENT:** Explain why you did not meet the deadline for enrolling in courses. Supply any additional documentation to support your case. If you need extra space, please include a separate sheet.

Student Signature	Date
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**INSTRUCTOR:** A student may not enroll in this course after the late enrollment period without your permission. If you are willing to accept this student into the course late, provide a brief statement of support. Please indicate how this student will complete any work s/he missed.

Instructor Signature	Date
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**DEPARTMENT HEAD:**  
 Please review and make a recommendation to approve or deny the petition.

- Approved
- Denied

Signature	Date
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**DIRECTOR OF GRADUATE STUDIES:**  
 Approval required for UIC degree students only.

- Approved
- Denied

Signature	Date
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**GRADUATE COLLEGE REPRESENTATIVE:**  
 Approval required for UIC degree students only.

- Approved
- Denied

Signature	Date
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**OFFICE OF CONTINUING EDUCATION** - For internal use only.