Instructions for students who wish to petition the Dean of the Fulton School for a Late Add

The policy of the Fulton School is that, absent very unusual circumstances, students must add all courses by the drop/add period at the beginning of the semester. If a student still wishes to petition for a late add, (s)he must provide the following:

1. The student must bring an add form to Fulton Hall 256 with the appropriate course name and number, credits, student’s signature, date, the instructor’s signature, and the Department Chair’s signature.

2. The student must submit a petition letter addressed to Dr. Maarten Pereboom, Dean of the Fulton School of Liberal Arts, with an explanation of the situation. The letter can be delivered to Fulton Hall 256 or emailed to the Advising Service Coordinator, Jonathan Colón, jxcolon@salisbury.edu.

Sample: Date

Dear Dr. Maarten Pereboom,

Sincerely,

Signature of Student

Printed Student Name
Student Email and Telephone Number
Student ID Number

3. For medical or legal documentation, a student may submit a letter from a physician, attorney, counselor, etc. Submit all supporting documents to the Dean’s office in Fulton Hall 256.

4. All petition decisions will be sent to the student’s Salisbury University email address.