March 1, 2010

To: Registrar

Re: Rachel Chilton’s Request for Late Registration

The Sociology Department had new staff performing duties that they were not totally familiar with at the time Ms. Chilton presented in Independent Study form to them. Consequently Ms. Chilton was misinformed about what she needed to do to complete the registration process. As a result, Ms. Chilton failed to register. We accept responsibility and hope that you will accept her request for late registration.

Sincerely,

Sheldon Zhang

Chairman, Sociology Department