

**Late Add Petition
For Arts and Sciences students only**

Please return the completed form to the Academic Advising Center, Woodbury 109, UCB 290

The faculty has established a deadline for students to add classes. Deadlines are posted on the Registrar's web site. Students are responsible for knowing and adhering to posted deadlines. **To add a course after the deadline you must provide documentation of extenuating circumstances beyond your control that prevented you from adding the course within the established deadline.**

Filling out the petition does NOT result in automatic approval. Requests for late or retroactive adds are only approved in the most extraordinary and compelling circumstances.

Student: Print the form. Complete this section. Please type or print clearly

Name: (Last, First) _____ Student ID: _____ Phone: _____
Course: Dept Prefix _____ Course # _____ Section # _____
Recitation/Lab Section _____ Credit Hours: _____
Course Title: _____ Semester/Yr: _____

1. Please read carefully and check each box indicating that you have read and understood the statement. The following are not sufficient reasons for exceptions to the published deadline:

- Exceptions will NOT be made if you do not provide an explanation of why you missed the deadline, or if the petition is otherwise incomplete.
- Exceptions will not be made for students who begin attending a course after the published deadlines or without instructor agreement.
- Independent study and internships are course work and may not be routinely added after the published deadlines. If you are petitioning to add either of these two types of courses, completed and signed copies of departmental or institutional forms must be submitted with your request.
- Failure to verify your course status on the web registration system is not grounds for adding a course after the deadline.
- Exceptions will not be made to add courses that exceed room capacity, including lecture, recitation and lab sections.

2. Please type in the space below or attach a typed statement explaining the extenuating circumstances that are grounds for your petition. Provide documentation that verifies the extenuating circumstances and that document when these circumstances occurred. All petitions are read carefully and thoughtfully and with concern for your individual circumstances. Your request will be considered on the basis of the information you provide, so it is to your advantage to take the time necessary to state your case clearly and completely and supply any documentation relevant to your argument.

3. Student Statement: I have read and understand all of the information on this petition, and I understand that the decision will be final. I certify that the information given is correct. I understand that providing false statements or false documentation is a violation of the Honor Code and that any violations will be reported to the Honor Code Office.

I understand that the decision on this petition is final.

Student Signature: _____ Date: _____

Print CU e-mail: _____@colorado.edu

After completing the student section, take the form to the instructor to complete the instructor section. The student is responsible for submitting the completed form to Woodbury 109 in a timely manner and by the end of the term, before finals have started.

Instructor: Complete this section. This is a request for the attendance record and grades for work completed.

1. Please verify the room capacity will not be exceeded if the student is added to course. This includes lecture, recitation and lab sections that may or may not be linked.
2. Student attended from this date _____ Student has not attended _____
3. Student has completed all work to date: Yes No
4. Please indicate how this student will complete any work s/he missed.

5. If the fact that the student was not added in a timely fashion was the result of a departmental error, please check here and note the specific details in your comments.
6. Please provide an academic reason why the student should/should not have this course added to her/his schedule this semester.

7. Comments:

8. Print Instructor Name: _____ Signature _____

9. Instructor E-mail _____@colorado.edu Date _____

Academic Advising Center Use Only

Reviewer Initials: _____ Approved NME Denied Date: _____

Comments: _____

Notification: By (initials) _____ E-mail sent on (date): _____ NME received on: _____

ATTENTION: Undergraduate resident students paying in-state tuition – read and complete the following information if you're petitioning to add a course before the end of the semester.

The Colorado Commission on Higher Education (CCHE) has indicated that courses added after the third Friday of the fall or spring semester are NOT eligible for College Opportunity Fund (COF) funding (i.e., the student must pay full tuition for the course, including the amount normally paid by COF) unless there are certain circumstances involved. (For the summer deadline, see the COF information at <http://registrar.colorado.edu>.) There is NO appeal process for the decision on COF funding for late course adds.

Approval by your dean's office to add a course late does NOT imply that the course will be eligible for COF funding.

Note: Courses added AFTER the last day of classes of the term are NOT eligible for COF funding (irrespective of the circumstances involved); the university submits a final request for funding to the state based on course enrollment on the last day of classes in any given term.

You must indicate the reason(s) why you are petitioning your dean's office to add a course:

- neglected to register for the course earlier in the semester
- purged from the course waitlist but continued to attend the class
- couldn't get into a course from the waitlist so added another course after the deadline
- thought I had added the course but failed to do so
- section change – moving from one section of the same course to another
- level change – instructor/advisor recommended that I move to another level of the course
- had a stop on my record and failed to take care of it in a timely manner, could not add the course earlier
- course not offered at the beginning of the semester
- course starts later in the semester (indicate course start date: _____)
- course is independent study, internship, practicum, or teaching assistantship
- had a signed Special Action Form from the instructor but failed to turn it in earlier
- other reason (please explain): _____

Student's Name (please print)

Student ID Number

Student's Signature

Date

Dean's Office Signature

Date