

RETROACTIVE ADD PETITION

**For Arts and Sciences students only**

**Please return the completed form to the Office of Academic and Curricular, Old Main 1B-90, campus box UCB 275**

*This form usually should be used only during the two week period after class grade rosters have been generated by the registrar's office (usually the Tuesday of the last week of classes for a semester) and before the Final Grading deadline (usually the Tuesday after final exams have ended.) **Before this two week period, to add a course, a student would get the consent of the instructor and then contact the department offering the course, who would enroll the student.** After this two week period a retroactive add would be granted in only the most unusual of circumstances.*

**Filling out this petition does NOT result in automatic approval. Please be aware that the official classroom capacity cannot be exceeded. Requests for retroactive adds are only approved in the most extraordinary and compelling circumstances and usually are due to university error.**

**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 \_\_\_\_\_

Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Term/Year: \_\_\_\_\_ Major: \_\_\_\_\_

- 1) Please read carefully and initial after each line to indicate that you have read and understood the statement. The following are not sufficient reasons for exceptions to the published deadline.**
  - a) Exceptions will NOT be made if you do not complete the entire petition. \_\_\_\_
  - b) Exceptions will not be made for students who begin attending a course after the published deadlines or without instructor agreement. \_\_\_\_
  - c) 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. \_\_\_\_
  - d) Failure to verify your course status on the web registration system is not grounds for adding a course after the deadline. \_\_\_\_
  - e) Exceptions will not be made to add courses that exceed room capacity, including lecture, recitation and lab sections. \_\_\_\_
  - f) Retroactively adding a course might trigger additional tuition costs. It is the responsibility of the student to contact the bursar's office about what the financial implications might be of retroactively adding a course. \_\_\_\_
  
- 2) You are REQUIRED to attach a TYPED statement explaining the extenuating circumstances that are grounds for your petition. Provide documentation that verifies the extenuating circumstances and documents when these circumstances occurred.** All petitions are read carefully and thoughtfully, 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. Petitions that are incomplete or lacking in full documentation will be denied.

**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 reached by the Assistant Dean is final. No appeals will be accepted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print CU e-mail: \_\_\_\_\_@colorado.edu

You will be e-mailed the official decision.

**After completing the student section, take the form to the course instructor to complete the instructor section. The student is responsible for submitting the completed form to box UCB 275 or Old Main 1B-90 in a timely manner.**

**Instructor:** Please complete this section. This is a request for the attendance record and the work completed.

- 1) Please verify the official 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 \_\_\_\_\_ to 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. \_\_\_\_\_  
\_\_\_\_\_

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.

5) If the petition is granted, will you be available to fill out a Change of Record form that includes the student's grade for this course? Yes  No

6) Comments: \_\_\_\_\_  
\_\_\_\_\_

7) Print Instructor Name: \_\_\_\_\_ Signature \_\_\_\_\_

8) Instructor E-mail \_\_\_\_\_@colorado.edu Date \_\_\_\_\_

Office of Academic and Curricular Affairs Office Use Only

Reviewer Initials: \_\_\_\_\_ Approved  NME  Denied  Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Notification: By (initials) \_\_\_\_\_ E-mail sent on (date): \_\_\_\_\_ NME received on: \_\_\_\_\_

\_\_\_\_\_