Late Add Petition

Name ___________________________ Student ID Number ___________________________

University Assigned Email
Address _______________________

(Petition decision will be sent to your University email address – typically firstname.lastname@email.cudenver.edu)

NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

List all courses for which a late add is requested:

- Course Subject
- Number
- Section
- Title - example - MGMT 3000-001 Managing Individuals and Teams
- Instructor’s Full Name

Steps for late add petition
All steps must be completed and initialed before a Late Add Petition is reviewed.

_____ I have submitted a written statement (1-2 pages, typed and double spaced) that includes the following (petitions that do not include all of the following information will not be reviewed):

_____ My complete contact information: name, student ID number, mailing address, University email, and phone.

_____ A detailed explanation of the circumstances beyond my control that prevented me from taking the proper action before census date. Consult the Writing Center as needed. Poorly written statements will be returned to student to re-write and then re-submit.

_____ Identification of the specific course(s) for which the Late Add is requested. Include course prefix(es), number(s) and title(s) (i.e. MGMT 3000-001 Managing Individuals and Teams)

_____ Full names of the instructor(s) for the course(s).

_____ An indication as to whether this is/was my first semester at CU Denver.

_____ Further explanation if the special circumstances did not affect all of my classes.

_____ Attached documentation that verifies the circumstances beyond my control. (i.e. note(s) from instructor, medical provider, employer, financial aid, etc.)

_____ I have obtained the instructor’s written support of the Late Add, including their signature and date on a UCD Schedule Adjustment Form. (Please note that the faculty support does not guarantee that a Late Add Petition will be approved.)

_____ I have attached a copy of the course syllabus for each course being petitioned.

_____ I have included the petition form, written statement, supporting documentation, syllabus/syllabi, and instructor-signed Schedule Adjustment Form.

_____ I understand that submission of this petition does not guarantee approval.

By signing below, I confirm that I have read, understand, and meet the Late Add policies as well as the above listed statements.

Student Signature: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Comments: ________________________________________________________________

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Decision __________________ Signature ___________________________
Date ___________________________