



University of Colorado
Denver

Business School

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: _____

Decision _____ Signature _____
 Date _____