



UNIVERSITY OF NORTHERN COLORADO

Petition to Late Add A Course

According to the State of Colorado enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. **Courses added after the census date do not receive funding from the State of Colorado.**

A course late add will only be approved when there were extenuating circumstances beyond the student's control that kept the student from adhering to the published deadline. Student lack of knowledge of the published deadlines does not warrant an appeal.

In order to submit an appeal:

- **Student must have been attending on or before the drop deadline to be considered.**
- **Student must include a written statement describing the circumstances that kept the student from adhering to the deadline. Petitions submitted without a reason will be denied.**
- **All required signatures must be obtained.**
- **If the student has financial aid, the student is responsible to contact financial aid to understand how this will affect their aid.**
- **If approved, additional tuition and fees may apply.**

Note: In order to use the COF stipend, students must be registered for a course before the course census date. There may, however, be legitimate administrative reasons that may allow COF eligibility. We will adhere to the Colorado Department of Higher Education College Opportunity Fund Guidelines, Revised October 2011.

Final approval will be made in the Office of the Registrar

Student Information

Bear Number _____ Bearmail _____@bears.unco.edu Phone Number _____

Last Name _____ First Name _____

Classification: Freshman Sophomore Junior Senior Graduate Extended Campus

Are you currently on academic probation? No Yes **If yes, Office of Major Exploration & Academic Probation MUST sign below.**

Major Exploration and Academic Probation Signature: _____ **Date** _____

Course Information

UNC Faculty: Do not sign form unless student information section is complete.

Term _____ CRN _____ Prefix _____ Number _____ Section _____ Credits _____

Instructor name _____ Instructor phone _____ 1st date of attendance _____

Required Signatures

Student Signature _____ **Date** _____ Instructor Signature _____ **Date** _____

Advisor Signature _____ **Date** _____ Dean/Director or Chair of Department _____ **Date** _____

Reason for late add:
(attached separate page if needed)

- Approved
- Denied
- Student Notified
- COF - N/A
- COF - Not Eligible - (RA registration code)
- COF Eligible - (RL registration code)

Office Use Only

Initials Date