



## **COS LATE ADD/ LATE SWAP PETITION**

### **COS LATE ADD/ LATE SWAP PETITION Instructions:**

After the published Add/Swap deadline (see Academic Calendar for each term), the College of Sciences Advising Services (COSAS) office will consider a student's petition to late add/or swap a College of Sciences (COS) course for that term.

All required documents listed below must be submitted to: [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu) by 11:59 pm of the Friday of the 2nd week of classes. Incomplete petitions will not be accepted and will be returned. Petitions emailed after the deadline will be denied.

### **COS LATE ADD/LATE SWAP PETITION required documents:**

1. INTAKE FORM (Pages 1-2)
2. SUPPORT FORM (Page 3)
3. ACKNOWLEDGEMENT FORM (Page 4)
4. Additional forms, if applicable. (e.g., Undergraduate Registration Agreement (URA), Override Approval form)



# College of Sciences Advising Services

UNIVERSITY OF CENTRAL FLORIDA

Email: [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu)

COSAS DATE REC'D STAMP \_\_\_\_\_

**Deadline:**  
**Friday of 2nd Week of Classes by 11:59 PM**  
**send to: [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu)**

Director Comments:

## INTAKE FORM (Page 1)

Student name: \_\_\_\_\_ UCF ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Phone number: \_\_\_\_\_

• **Course(s) to be ADDED or SWAPPED:**

Term:  Summer (circle) **A B C D**  Fall  Spring  Year

Add/Drop	CRN Number	Prefix	Course Number	Section	Day/Time	Instructor	Credit Hrs
Ex) Add	10928	PSY	2012	0001	MWF 4:30-5:20	Widaad Zaman	3

• **Please answer the following questions:**

1. Please explain why you were not able to add or swap the course(s) by the end of the add/drop period and why you need to add or swap the course(s) now and cannot wait until a future term:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you an international student?  Yes  No

3. Do you have a registration hold on your record that will prevent registration?  Yes  No

- if you have an active hold at time of submission, your petition will NOT be accepted.  
- If your petition is approved and a hold becomes active before we can change your enrollment, you will be notified and given 2-3 business days to get your hold removed. Failure to remove the hold during this time will result in your petition being denied.

• **Please read the following statement and sign below:**

*"I have reviewed and understand that if my petition is approved, the College of Sciences will add or swap me into the course(s) that I have listed above. I understand I am responsible for any missed and future assignments required in this course. I will notify my instructor(s), if approved, that I have been enrolled in the course. I have read the Student Financial Responsibility Statement and Promise to Pay documents. (To view this statement, please visit: <https://studentaccounts.ucf.edu/financial-responsibility>. You will then need to read the 'Financial Responsibility' tab.) I further understand that said document includes course enrollment facilitated by a university representative. By authorizing this registration, I accept the terms of this agreement".*

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



**College of Sciences  
Advising Services**

UNIVERSITY OF CENTRAL FLORIDA

Email: coslateaddswap@ucf.edu

COSAS DATE REC'D STAMP \_\_\_\_\_

**INTAKE FORM (Page 2)**

***For Office Use Only:***

	Y / N	Verified (Initials)
Support Form for Exception to Add/Swap Deadline		
Override Approval Form (If Applicable)		
URA Form (If Applicable)		
<input type="checkbox"/> Active Hold <input type="checkbox"/> Future Hold Date: / /		
Class Schedule		
International Student (If Applicable) <i>*Minimum 12 credits; no more than 3 credits WWW)</i>		
Prerequisites Met		

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COSAS Front Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SUPPORT FORM (Page 3)**

Department Advisor/Designee only

- STEP 1: Contact advisor from department that teaches course to be added. If departmental advisor supports petition to late add the course, they must fill out the following:**

Student Name: \_\_\_\_\_ UCF ID#: \_\_\_\_\_

*I have discussed this student's petition and support an exception to the University's add/swap deadline. If applicable, the student has been issued any additional forms required (Override Approvals, URAs, etc.)*

Add	CRN Number	Prefix	Course Number	Section	Course Title	Credit Hrs

- Is the reason for a late add due to a University/College/Department error?  Yes  No
- Please explain reason student was not able to enroll for this class during regular add/drop period:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Department Advisor*

\_\_\_\_\_  
*Printed name of Department Advisor*

\_\_\_\_\_  
*Date*

Instructor only

- STEP 2: Contact instructor of course to be added. If instructor supports late add, they must read and complete the the following:**

*I have spoken with the student listed above and will allow them to be enrolled in the course listed above after the University add deadline. Any missed assignments have been addressed and we have discussed the opportunity to either make up the missed work or have discussed how the student can still be successful in the course. I understand that if the student submits this petition to COSAS after Friday of the 2nd week of classes the petition will be denied. The student and I will be emailed the decision. **If the student has been attending the class and/or was added to the web course and the petition is denied, I understand that the student can no longer attend the class and must be removed from the web course.***

Deadline to be Late Added:  /  /  (allow **10 minimum** business days after petition is submitted to COSAS for review and processing)

Plan for making up missed assignments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Instructor*

\_\_\_\_\_  
*Printed Name of Instructor*

\_\_\_\_\_  
*Date*

Instructor's Preferred Email: \_\_\_\_\_

\*Department Chair

*\*STEP 3: Only required if due to University error starting the 3<sup>rd</sup> week of the semester. If Department Chair supports petition, they must sign below. Late add/late swaps submitted starting 3<sup>rd</sup> week or after will only be reviewed if due to University error.*

\_\_\_\_\_  
*Signature of Department Chair*

\_\_\_\_\_  
*Printed Name of Department Chair*

\_\_\_\_\_  
*Date*



**ACKNOWLEDGEMENT FORM (Page 4)**

*Please read and acknowledge the statements below by initialing each one prior to submitting your late add/swap petition to the College of Sciences Advising Services (COSAS).*

\_\_\_\_\_ I am aware of the petition  
(Initial)

to: Add: \_\_\_\_\_ OR

Swap: \_\_\_\_\_ (course prefix and number) with \_\_\_\_\_ (course prefix and number) and the impact of this petition, if approved, regarding my eligibility for any type of financial aid or support.

\_\_\_\_\_ **Process:** I understand that a petition to late add/or late swap is an exception to the University's  
(Initial) process and may be denied. Approval of this petition is not guaranteed.

\_\_\_\_\_ **Decision:** This petition is a decision-based/petition process, there is NO APPEAL offered if my  
(Initial) petition is denied. The final decision will be emailed only to my Knight's Email account.

\_\_\_\_\_ **Financial Responsibility:** I accept responsibility for payment of the above course's associated tuition and  
(Initial) fees by the published deadline on the UCF Academic Calendar. I understand that if I fail to pay tuition and fees by that deadline, I will be charged a Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur financial consequences.

\_\_\_\_\_ **Late Registration Fee:** I accept responsibility for payment of any late registration fees that may  
(Initial) be charged to my account due to this late add or late swap.

\_\_\_\_\_ **Timeline:** A timeline cannot be given at this time due to the high volume of petitions COSAS  
(Initial) receives. I will be sent a message to my Knight's Email account as soon as a decision has been made. It is my responsibility to monitor the status of this petition and read my email.

\_\_\_\_\_ **Holds:** Petitions from students with active holds blocking registration at the time petition is emailed to  
(Initial) [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu) will NOT be accepted. If my petition is approved and a hold becomes active after the petition is submitted, I will be notified and given 2-3 business days to have my hold removed. Failure to remove the hold during this time will result in an automatic denial of my petition.

\_\_\_\_\_ **Deadline:** I acknowledge the deadline for submitting a complete petition (i.e., all four pages completed). I  
(Initial) understand my petition will not be reviewed if all forms are not complete or if forms are missing. All documents required for the COS Late Add/Late Swap Petition are listed below and must be emailed to [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu) by 11:59 pm of the Friday of the 2nd week of classes. Incomplete petitions will not be accepted and will be returned. Petitions emailed after the deadline will be denied.

\_\_\_\_\_ **Expedited:** We cannot expedite your petition. Petitions will be reviewed in the order they were  
(Initial) emailed to [coslateaddswap@ucf.edu](mailto:coslateaddswap@ucf.edu).

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