Carl H. Lindner College of Business  
Closed Class Petition for LCB Courses

Name: ___________________________________  Student ID: _______________________________

College: ________________________________  Major and/or Minor: __________________________

Email: ___________________________________  Phone: ________________________________

Course Title: _______________________________  Course Number/Section: ________________________

Example: FIN 3080C 004

Please indicate if there are any additional sections you are able to take: __________________________

Instructions:

1) Complete a petition for each LCB course you are requesting to add.
2) Provide rationale below for why you need this class this semester. Be specific.
3) Attach completed Registration Change – Add/Drop form. The form must be signed and dated by you only. You do not need an instructor’s signature. If you plan to drop a course if admitted to this course, note that in the Drop/Withdrawal section of the slip.
4) Notifications of status (approved, denied or on wait list) will be sent via email by Mary Brunner, mary.brunner@uc.edu.
5) If you are admitted into this course, LCB will submit your add form to One Stop. Please check your registration on-line within 24 business hours of the email from Mary Brunner. If the class is not posted, please respond to your email notification to alert her that the course has not been added to your schedule.

Why do you need to take this course in the semester requested? Are there extenuating circumstances?

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Expected graduation (semester/year): __________

If this is your final semester and you are an LCB student, have you completed a graduation contract with an advisor? ________