



Graduate Retroactive Course Add

**San José State University
Graduate Admissions &
Program Evaluations
(GAPE) Extended Zip 0017**

Last Name

First Name, M.I.

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signatures

Student Signature

Date

Approved* <input type="checkbox"/>	Denied <input type="checkbox"/>
_____ Department Chair or School Director (print)	
_____ Department Chair or School Director (signature)	
_____ Date	

INSTRUCTIONS
 Requests will not be accepted if any information or attachment is missing. These requests are only for graduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you completed a course in a previous semester, but extenuating circumstances beyond your control prevented you from registering and receiving credit for the course, you may request that the university retroactively add you to the course. Non-payment of fees is not grounds for a retroactive add. If your request is granted, you must pay all applicable fees.
 Follow these instructions carefully:
 1. Fill out all information specified on the form.
 2. File a separate form for each request.
 3. Attach all required documentation, and obtain signatures from the course instructor and department chair. Leave this petition with your department chair.
 4. The chair will make the final decision, notify the student, and forward the original form to the Office of the Registrar. If approved and if applicable to your situation, you must request that your instructor forward a Change of Grade Form to the Office of the Registrar. Once you receive a copy of the approval, you may be required to pay additional fees at the Bursar's Office in the Student Services Center. If required to pay, submit a copy of your receipt that reflects the additional cost of the course with a copy of your approved final decision form to Office of the Registrar. The course will not be added until fee payment is verified. If not required to pay, the course will be added automatically once the change of grade form is received.

COURSE TO BE EVALUATED FOR ADDING

Course Title

Subject Area (e.g., ENGL) _____
Catalog # (e.g., 1A) Units Semester/Yr (e.g., Fall 08)

Extenuating circumstances that prevented addition of course during published registration periods (continue on back if necessary) _____

REQUIRED ATTACHMENTS (photocopies acceptable)

- Catalog program description showing need of course for graduation
- Candidacy form, if filed
- Documentation of extenuating circumstances that prevented the course addition, as described above
- Previous requests/petitions related to this request

RECOMMENDATION FOR APPROVAL (letter may be attached for additional support)

Instructor of Course (print)	Instructor of Course (signature)
Department	Date SJSU Phone

NOTE: Department office informs student of decision and returns originals to Office of the Registrar.
 * If approved and if a grade had been issued, instructor/department chair must submit a *Change-of-Grade form*. Proof of fee payment by the student (if necessary) is required prior to posting of the grade.