

Retroactive Course Add

INSTRUCTIONS:

1. Only for undergraduate (UG) students who have been formally admitted to and enrolled at SJSU for at least one semester. If you have completed a course in a previous semester, but through extenuating circumstances **BEYOND YOUR CONTROL**, you were not registered in and did not receive credit for the course, you may request a retroactive add for the course. **NON-PAYMENT OF FEES IS NOT GROUNDS FOR RETROACTIVE ADD**. If your request is granted, you must pay all applicable fees. Effective fall 2005, a \$200 fee will be required for all retroactive adds that are approved.
2. Completely fill out this form. (file a separate form for each request) Requests will NOT be accepted if any attachments or signatures from the instructor for the course and the Chair of the department offering the course are missing.
3. Turn your petition into the 'R' Counter at the Student Services Center, along with a self-addressed, stamped envelope.
4. Undergraduate Studies will mail a copy of the petition with the decision, without attachments, to the student.
5. If approved, in a separate mailing, you will be notified from Office of the Registrar to pay the amount of outstanding fees at Bursar's Office. You must present the original receipt for fees paid (and any additional fees required) to the 'R' Counter for final processing.
6. It is your responsibility to contact the instructor of the course and request a submission of the 'student update grade form' with your grade to the 'R' Counter.
7. If these materials are not received within 30 days, the approval may be nullified and if so a future petition for the same course may be denied student.

SJSU Student ID Number _____

Name _____ Date _____

Complete Address _____

Email _____ Daytime Phone _____

Major _____ Major Advisor _____

Student Signature _____ Semester Entered SJSU _____

Course Prefix & No. _____ Term taken _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- Unofficial SJSU transcript
- Statement explaining extenuating circumstances that prevented you from adding this course within the deadlines.
- Documentation of extenuating circumstances
- Page 1 of your PeopleSoft Degree Progress report
- Graduation worksheet (if applicable)

Recommendations:

- Approve Deny Comments:

Course Instructor's Name _____ (Signature) _____ Date _____

Approve Deny Comments:

Chair of Dept. Offering Course (print) _____ (Signature) _____ Date _____

FINAL DECISION

- Approved (pending payment of all fees and submission of grade form by the instructor/department)
- Denied Other

Associate Dean, Undergraduate Studies _____ Date _____

FOR OFFICE USE ONLY: Original : records	Copy: student
PeopleSoft Comments (must be initialed)	12/08