



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 retro. add for the course. **NON-PAYMENT OF FEES IS NOT GROUNDS FOR RETRO. ADD.** If your request is granted, you must pay all applicable fees.
2. Completely fill out this form. (file a separate form for each request) Requests will NOT be accepted if any attachments or signatures are missing.
3. Get signatures from the instructor for the course and the Chair of the department offering the course.
4. Turn your petition into the front desk at the Student Services Center, along with a self-addressed, stamped envelope.
5. If the request is given initial approval, the UGS Office (ADM 159) will call and ask you to pick up your petition to take to the Bursar's Office and obtain original receipt for fees paid (and any additional fees required). You must present this original receipt and a sealed envelope with the Change of Grade Form containing the final course grade to the UGS Office for final processing. If these materials are not received within 30 days, initial approval is nullified and student may NOT resubmit the same petition.
6. The UGS Office will make the final decision and mail a copy, without attachments, to the student.
7. A change in your cumulative GPA as a result of this approval for a retroactive add will not change your academic standing from a previous semester.
8. Effective fall 2005, a \$200 fee will be required for all retroactive adds that are approved.

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)

- Complete SJSU transcripts prior to Spring 1991, if applicable
- Statement explaining extenuating circumstances that prevented you from adding this course within the deadlines.
- Documentation of extenuating circumstances
- PeopleSoft Degree Audit showing need for class for graduation
- Graduation worksheet (if applicable)

Recommendations:

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

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

Initial approval pending submission within 30 days of Change of Grade form in sealed envelope and original receipt for fees paid to UGS Office, Adm 159 _____ (Assoc. Dean) Date _____

FINAL DECISION

- Approved
- Denied
- Other

Comments:

Associate Dean, Undergraduate Studies _____ Date _____

FOR OFFICE USE ONLY: Original : records Copy: student

_____ PeopleSoft Comments (must be initialed) 4/07