

PETITION FOR A RETROACTIVE ADD

(Adding a Class to a Past Term)

INSTRUCTIONS: Student: Complete this petition with supporting documentation and submit to the department of the class for the Instructor and Chair to review. Dept: Once completed by the Instructor and Chair, please submit to the Dean of Undergraduate Studies (for undergrads) or the Dean of Graduate Studies (for post-baccalaureates) for approval. Dean: Please mail student copy with final decision and forward the original to the Records office for processing (Official Document. Cannot be hand carried by student.)

NAME	COTOTE ID #	
ADDRESS	TELEPHONE	
CITY/STATE	ZIP CODE	
CLASS LEVEL: □FRESHMEN □SOPHOMORE □JUNIOR □S	NIOR □GRAD/POST-BACCAL	AUREATE
COURSE INFORMATION		
CLASS NUMBER COURSE NAME AND SECTION# (i.e. Psyc 100-01)		
TERM & YEAR COURSE TITLE		
HAVE FEES BEEN PAID FOR THIS CLASS/TERM? DO YOU HAVE ANY HOLDS ON YOUR RECORDS?		
IF YOU HAVE REQUESTED A RETRO-ADD IN THE PAST, PLEASE TELL US THE TERM AND YEAR:		
DELCON FOR PROPERTY.		
REASON FOR PETITION (Petitions will only be considered for serious and compelling reasons.) DESCRIBE IN DETAIL REASON FOR PETITION. (SUPPORTING DOCUMENTATION MUST BE ATTACHED.)		
Str	dent's Signature	Date
Confidential COURSE INSTRUCTOR, C	HAIR & DEAN	Official Document
□ PLEASE ADD STUDENT} Student had attended class continuously and had completed all coursework and exams. I also verify that the student had received a grade of, for the, 20 term.		
□ REQUEST DENIED} Reason		
Instructor's Signature Date Dep	ertment Chair's Signature (of the cou	rse) Date
☐ APPROVED: Records; please enroll in the requested term and post grade as indicated by instructor above.		
□ DENIED: Reason		
Must be submitted to Records by a staff member. (Not a student assistant.) De	n's Signature	Date
Distribution: Original / RRE Yellow / Dean Pink / Student		RetroAdd/12/08bl