

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 Associate Vice President of Academic Success and Undergraduate Advising-ASUA (for undergrads) or Graduate Studies, gradstud@csusb.edu, (for post-baccalaureates) for approval. **AVP or Graduate Studies,** email the student a copy with the final decision and forward the original to the Records office for processing. **(Official Document. Cannot be hand carried by student.)**

NAME _____ COYOTE ID # _____

ADDRESS _____ TELEPHONE _____

CITY/STATE _____ ZIP CODE _____

CLASS LEVEL: FRESHMEN SOPHOMORE JUNIOR SENIOR GRAD/POST-BACCALAUREATE

COURSE INFORMATION

CLASS NUMBER _____ COURSE NAME AND SECTION# (i.e. Psyc 1000-01) _____

TERM & YEAR _____ COURSE TITLE _____

HAVE FEES BEEN PAID FOR THIS CLASS/TERM? _____ DO YOU HAVE ANY HOLDS ON YOUR RECORD? _____

IF YOU HAVE REQUESTED A RETRO-ADD IN THE PAST, PLEASE TELL US THE TERM AND YEAR: _____

REASON FOR PETITION

(Petitions will only be considered for serious and compelling reasons.)

DESCRIBE **IN DETAIL** THE REASON FOR PETITION. **(SUPPORTING DOCUMENTATION MUST BE ATTACHED.)**

Student's Signature

Date

Confidential

COURSE INSTRUCTOR & DEPARTMENT CHAIR

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

Department Chair's Signature (of the course)

Date

AVP OF ASUA / DEAN OF GRADUATE STUDIES

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.)**

AVP of ASUA / Graduate Studies Dean's Signature

Date
RetroAdd/2022