Winter/Special Session/Open University
Retroactive Course Add

INSTRUCTIONS:

1. Only for Open University students who have NOT applied and been accepted by SJSU as a regular student for desired semester. If you completed a course in a previous semester, but through extenuating circumstances BEYOND YOUR CONTROL, you were not registered and did not receive credit for the course, you may request a retroactive add to 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. Attach a statement explaining the extenuating circumstances that prevented you from registering for the course when the course was taken.
4. Attach ALL required documentation.
5. Turn your petition into the front desk at the Office of International and Extended Studies located at 210 N. Fourth Street, Suite 301, San Jose Ca 95112 or fax (408) 924-2666.
6. If the request is given initial approval, the International and Extended Studies Office (210 N. Fourth St., Ste 301) will call and ask you to pick up your petition to take to the Admissions and Records and 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 Student Service Center for final processing. If these materials are not received within 30 days, initial approval is nullified and student may NOT resubmit the same petition.

Name: _____ SSN _____ Date _____

Address _____

Email _____ Daytime Phone _____

Student Signature _____ Current Semester _____

Course Name & 5 digit Course No. _____ Term Taken _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- ○ Open University Registration form completely fill-out and with all necessary signature
- ○ Statement explaining extenuating circumstances that prevented you from adding this course within deadlines.
- ○ Documentation of extenuating circumstances

Recommendation:

_____

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 SJSU, Bursar's Office, SSC.

FINAL DECISION

☐ Approved ☐ Denied ☐ Other

Comments:

Signature of Authorized IES Official Date

FOR OFFICE USE ONLY: Original: _____ Student Services Center (Admissions & Records)
Copy: _ student Data Entry: _____