



Retroactive Add or Retroactive Drop Petition

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.

Completely fill out this form. (file a separate form for each request) Requests will NOT be accepted if any attachments or signatures are missing

Attach ALL required documentation.

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.

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.

SJSU ID Number: _____ SSN (Optional): _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Year: _____ Term: Winter Spring Summer Fall

Please complete the following tables with complete course information:

Add	Drop	5 Digit Course Code	Section	Dept. and Course	Instructor's Name	Instructor's Signature	Date

Add	Drop	5 Digit Course Code	Section	Dept. and Course	Department Chair's Name	Department Chair's Signature	Date

Student's Name (Please print clearly) _____ Student's 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.

FOR IES OFFICE USE ONLY

Status: Approved Denied Other _____

Copy: Student Original Student Services Center (Admissions and Records) Data Entry: _____

Signature of Authorized IES Official: _____ Date: _____

REQUIRED ATTACHMENTS

- Registration form completely filled-out and with all necessary signature
- Statement explaining the extenuating circumstances that prevented the adding or dropping of the above course(s) when the course(s) was(/were) available
- Documentation of extenuating circumstances