Retroactive Add/Drop Petition
Prior Semester

By submitting this petition, I am hereby requesting permission to add/drop a course, switch section or change units for a course after the last day of classes of the semester listed below. I understand that I may check Student Information Online (SIO) to see if the appropriate schedule changes have been made.

I have read and understand the following requirements:

Permissions Required
- Undergraduate students who add a course or switch a section after the established add period are required to obtain permission of their home Dean’s Office or the Head of their School.
- If adding a course would result in a schedule overload, the signature of the student’s advisor is also required if requested by Associate Dean/Department Head.
- Graduate students must have the permission of their department.
- International students who wish to drop below full time should consult the Office of International Education.
- Adding a course retroactively may result in additional tuition assessment

Full-time undergraduate status requires that a student be enrolled for 36 or more units. Full-time graduate student status is determined by the policy of the department.

Dropping below full-time may affect your financial aid eligibility, loan repayment status and Visa Status. Please check with The HUB prior to dropping the course.

Dropping a course(s) is not the equivalent of leaving the university temporarily (leave of absence) or permanently (withdrawal). A student wishing to remove him/herself from the university is required to submit a Leave of Absence or Withdrawal form (located on The HUB website).

If I receive permission to add a course, it is my responsibility to request that my instructor submit a Change of Grade/Missing Grade form.

STUDENT INFORMATION

Student Andrew ID: ____________________________ or Student ID Card #: ____________________________

Student Name: ____________________________

College: ____________________________

Department: ____________________________

First and/or Preferred: ____________________________

MI: ____________________________

Course # | Section | Units | Semester & Year (i.e. Fall 13) | Action Requested | Instructor’s Signature (Required for Add Only)

| Add | Drop |

Student Explanation of Request (please print legibly): ________________________________________________

Student Signature: ____________________________ Date: ____________________________

SIGNATURES & COMMENTS

Advisor Comments: ________________________________________________________________

Advisor: ____________________________

Print Name: ____________________________ Date: ____________________________

Assoc Dean/Head of School/Dept. Head Comments: ________________________________________________

Indicate whether a "W" grade should be assigned.

Assoc. Dean/Head of School/Dept. Head: ____________________________

Print Name: ____________________________ Date: ____________________________

Student Account Review for Prior-Term Adjustment

SAO Director: ____________________________ Tuition Adjustment (if any): ____________________________ Date: ____________________________

(retro-add-drop 2/14)