

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.
- If permission is granted to add a course, it is the student's responsibility to have the instructor sign and submit the missing grade via this form.
- **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 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).

International students who wish to drop below full time should consult the Office of International Education.

STUDENT INFORMATION

Student Andrew ID: _____

Student Name: _____
Last/Family, First and/or Preferred, MI

College: _____ Department: _____ Class: _____

Semester (check one): Fall Spring Summer Year: _____

Course #	Section	Units	Action Requested	Instructor's Signature (Required for Add Only)	Final Grade for Add Only
			<input type="checkbox"/> Add <input type="checkbox"/> Drop		
			<input type="checkbox"/> Add <input type="checkbox"/> Drop		

Student Explanation of Request:

Student Signature: _____ Date: _____
mm/dd/yyyy

SIGNATURES & COMMENTS

Advisor Comments: _____

Advisor: _____ Date: _____
Print/Type Name Signature

Assoc Dean/Head of School/Dept. Head Comments: _____
Indicate whether a "W" grade should be assigned.

Assoc. Dean/Head of School/Dept. Head: _____ Date: _____
Print/Type Name Signature

University Registrar's Office Use Only

Processed by: _____ Date: _____

Student Account Review for Prior-Term Adjustment

SAO Director: _____ Tuition Adjustment (if any): _____ Date: _____
mm/dd/yyyy