



**GRADUATE STUDENT Academic Requirement Request  
Retroactive Course Add**

**INSTRUCTIONS**

Requests will not be accepted if any information or attachment is missing. These requests are only for graduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you completed a course in a previous semester, but extenuating circumstances beyond your control prevented you from registering and receiving credit for the course, you may request that the university retroactively add you to the course. Non-payment of fees is not grounds for a retroactive add. If your request is granted, you must pay all applicable fees.

Follow these instructions carefully:

1. Fill out all information specified on the form, including the semester in which the work in question was completed.
2. File a separate form for each request.
3. State your reason for this request and the extenuating circumstances that prevented you from receiving credit when the course was taken.
4. Attach all required documentation, and obtain recommendations from the course instructor and department chair.
5. Return your request to the college dean's office of the department in which the course you want to add is administered (consult the list of departments at [www.sjsu.edu](http://www.sjsu.edu) to determine to which dean to submit the form).
6. The dean will make the final decision, notify the student, and forward the original form to the Office of the Registrar. If approved and if applicable to your situation, you must request that your instructor forward a Change of Grade Form to the Office of the Registrar. Once you receive a copy of the approval, you may be required to pay additional fees at the Bursar's Office in the Student Services Center. If required to pay, submit a copy of your receipt that reflects the additional cost of the course with a copy of your approved final decision form to Office of the Registrar. The course will not be added until fee payment is verified. If not required to pay, the course will be added automatically once the change of grade form is received.

Processing Time. This petition will usually take 2 months or longer to process, depending on the time of year it is submitted.

Name \_\_\_\_\_ SJSU ID \_\_\_\_\_ Major \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Master's Committee Chair \_\_\_\_\_ Student Signature \_\_\_\_\_

First Semester Entered SJSU _____	Last Semester Attended SJSU _____	Applied for Graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Anticipated Graduation Date _____
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Course Title \_\_\_\_\_ Subject Area \_\_\_\_\_ Catalog # \_\_\_\_\_ Class # \_\_\_\_\_ Seminar/Yr \_\_\_\_\_  
(e.g. ENGL) (e.g. IA) (5 digits) (e.g. Fall 08)

Extenuating circumstances that prevented addition of course during published registration periods (continue on back if necessary)

**Required attachments** (photocopies acceptable)

- Catalog program description showing need of course for graduation
- Candidacy form, if filed
- Documentation of extenuating circumstances that prevented the course addition, as described above
- Previous requests/petitions related to this request

**Recommendations for Approval** (letter may be attached for additional support)

Instructor of Course (Printed Name & Signature) _____	Department _____	Date _____	SJSU Phone _____
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Department Chair (Printed Name & Signature) _____	Date _____	SJSU Phone _____
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**Final Decision**

- Approved\*     Denied     Other Comments

Office of Registrar Use Only  
 Additional Fee Required?  Yes  No  
 Amount required \$ \_\_\_\_\_ Receipt presented \_\_\_\_\_

College Dean (Printed Name & Signature) _____	College _____	Date _____
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NOTE: Dean's office informs student of decision and returns originals to Office of the Registrar.

\* If approved and if a grade had been issued, instructor/department chair must submit a *Change of Grade Form*. Proof of fee payment by the student (if necessary) is required prior to posting of the grade.

For Office Use Only Data Entry _____	Original <input type="checkbox"/> Registrar (must be initialed)	Copy <input type="checkbox"/> Student	Graduate Retroactive Add rev 9/2008
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