RETROACTIVE ADD

TO BE COMPLETED BY STUDENT:

LAST NAME    FIRST NAME    MIDDLE INITIAL

___________________________________________________                              ________________________________
U-MAIL ADDRESS                                                                                                                   PHONE

___________________________________________________   (_______)________________________
U-MAIL ADDRESS                                                                                                                   PHONE

COURSE:____________________________________________________ QUARTER:_______________________
Department  Course #       *enrollment number

*See Department office or appropriate Schedule of Classes

GRADE OPTION:  □ P/NP  □ LETTER

INSTRUCTOR'S STATEMENT

TO BE COMPLETED BY INSTRUCTOR:

The student listed above completed the course  ______________________________
Department  Course #

in _______________________.  Units____________________
Quarter/Year        (variable-unit courses only)

Instructor's Name ___________________________________________
(please print)

Instructor's signature ___________________________ Date

-over-
To Students who are seeking RETROACTIVE ADDITION to one or more courses

Changes are not commonly made to the academic record after the conclusion of a term.

You must submit a written request and a statement from each instructor whose course you want to add.

Your written request (reverse side of this form) must include the following:
1. Your name, perm number, u-mail address, and telephone number.
2. Identification of the course(s) you wish to add and the academic term(s) affected.
3. An indication of when you began attending the course and your level of participation in it.
4. An explanation of what prevented you from amending your program before the end of the term.

Additional comments from the instructor are often helpful, but you should understand that the final decision rests with the Dean of the College of Letters and Science.

You must submit your written request, the instructor statement(s) and any additional documentation together.

If your request is approved, a $3.00 processing fee will be charged to your BA/RC account for each course.