Office of Undergraduate Education
College of Letters and Science
University of California, Santa Barbara

Qtr_____ Adv_____ LI____ LO___

RA

RETROACTIVE ADD

TO BE COMPLETED BY STUDENT:

_____
LAST NAME   FIRST NAME   MIDDLE INITIAL

_____
U-MAIL ADDRESS

COURSE:_____
    Department   Course #   *enrollment number

*See Department office or appropriate _Schedule of Classes_

_____
PERM

(_____)_____
PHONE

QUARTER:_____

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

_____
Department's signature   Date
(If department's approval for final enrollment is required. Check "Restrictions" in GOLD.)

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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** <u>and</u> 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.

Please note that if a petition is approved and a course is added to a student's record, the instructor must enter a grade in eGrades for the course. The student should follow-up with the instructor, requesting that the grade be recorded.

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