

### 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 All  Summer 1  Summer 2 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 mm/dd/yyyy

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 mm/dd/yyyy

### 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