

Retroactive Add

Under restricted circumstances, a student may petition to retroactively add a class. These cases require an explanation of the reasons for the inability to register for the course according to the standard registration procedures and deadlines published in the registration guide. The University Petition form which follows is used for several different types of petitions. **The following instructions apply to submitting this form for Retroactive Add of a class.**

Instructions for submitting this petition:

- 1) Download the **University Petition** and **Miscellaneous Fee Assessment** forms that follow.
- 2) **Complete the top section** of the University Petition with your personal information.
- 3) **Select Type of Petition: check Retroactive Add**
- 4) **Complete Section A only.** (please be sure to **sign the form at the bottom of Section A**)
- 5) **Attach any relevant documentation** you may have that supports the information stated in Section A.
- 6) **Fill out the Miscellaneous Fee Assessment form** with your name and student ID number.
- 7) **Take both forms to Student Financial Services (UH-180)** and pay petition filing fee.

Please Note: When filing multiple petitions, if the classes occurred in different semesters, the petition fee is \$20 per semester .

- 8) **Submit petition form, relevant documentation (if available) and proof of payment to Admissions & Records (LH-114)**

If you are submitting this petition by mail:

- Follow instructions above for steps 1. through 6.
- Mail petition form, documentation, Miscellaneous Fee Assessment form and check for fee payment (payable to 'CSUF') to:
California State University, Fullerton
Attn: Student Financial Services
P.O. Box 6808
Fullerton, CA 92834-6808

*Download forms that follow: **University Petition***

Miscellaneous Fee Assessment

UNIVERSITY PETITION

Students may petition for review of certain university academic regulations when unusual circumstances exist. **IMPORTANT:** Submitting a petition is not a guarantee of its approval. Petitions can take up to 6 months for processing. Petitions can either be granted or denied.

INSTRUCTIONS: 1) Complete petition form 2) Pay \$20 Petition filing fee to Student Financial Services; return petition and proof of payment to A&R

ADDITIONAL FEES REQUIRED IF PETITION IS GRANTED

- Retroactive Change of Grade Option or Retroactive Increase/Decrease in Unit Value: \$20 Administrative Late Fee Required
- Retroactive Add: \$20 Administrative Late Fee required (when adding a class to a semester that already has enrolled classes)
 OR \$25 Late Registration Fee required (when adding a class to a semester in which the student has no enrollment yet)
- The student is also responsible for payment of any applicable course fees that may result related to the retroactive change

STUDENT INITIALS REQUIRED

I HAVE READ THE FEE INFORMATION STATED ABOVE.

PLEASE PRINT CLEARLY:

Date _____

Name _____

Student I.D. Number _____

Address _____

Telephone _____

Area Code

Number

City _____ State _____ Zip Code _____

Major _____

SELECT TYPE OF PETITION: Please check below the type of petition you are submitting. CHECK ONLY ONE PETITION TYPE

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Retroactive Add
Complete <u>SECTION A</u> below | <input type="checkbox"/> Retroactive Change of Grade Option
Complete <u>SECTION B</u> on reverse side | <input type="checkbox"/> Retroactive Change in Unit Value
Complete <u>SECTION C</u> on reverse side | <input type="checkbox"/> Other
Complete <u>SECTION D</u> on reverse side |
|--|---|---|--|

SECTION A - RETROACTIVE ADD FOR A CLASS

(ONE CLASS PER FORM)

This petition **requires** an explanation of the registration actions that you did, or did not, take at the time. Please answer the following questions:

Schedule Number _____
Dept /Course Number _____
Semester _____
Instructor _____

Did you attempt to register for this class during the semester?

Yes - If yes, what specific steps did you take to register – please provide details of steps taken, dates, any assistance from campus offices, etc.

(please continue on a separate sheet of paper, if needed)

No - If no, why not?

(please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ Student signature _____

This section for A&R use only

Committee Decision

Date _____

- _____ 1. Your petition is granted.
- _____ 2. Your petition is granted after cash payment of a \$20 late fee, or \$25 late registration fee, and any course applicable fees (see top of form).
 - Please take this form to Student Financial Services (UH-180) to complete the transaction.
 - Please take this form to University Extended Education – Registration Office (CP-100) to complete the transaction.
- _____ 3. No action has been taken on your petition. Please see 'Comments' below for further information.
- _____ 4. Your petition is denied. Please see 'Comments' below for reason for denial.

Comments: _____

Records Use Only: Date _____ ER# _____

Admissions & Records Official's Signature _____

SECTION B – RETROACTIVE CHANGE OF GRADE OPTION

Schedule Number _____
Dept./CourseNumber _____
Semester _____
Instructor _____

Can petition to change: FROM 'credit/no credit' TO letter grade ONLY.

Cannot petition to change: FROM letter grade TO 'credit/no credit'
FROM letter grade TO 'Audit'

This course meets a requirement in: (check one of the following)

- General Education Major Minor

Why did you register for a grade option that you now need to change?

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____

SECTION C – RETROACTIVE CHANGE IN UNIT VALUE

Schedule Number _____
Dept./Course Number _____
Semester _____
Instructor _____

Requesting change in unit value: From: _____ unit(s) To: _____ unit(s)

Why did you register for a unit value that you now need to change?

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____

SECTION D – OTHER

- Use this section** for: (some examples) - English Writing Proficiency (EWP) requirement - exception
- University graduation requirement (not a major requirement, not a GE requirement) - exception
- Catalog year - exception

- Do not use this section** for: - Course substitutions in your major department (contact an advisor in your major department)
- Issues related to GE requirements (use the GE Variation petition form)

Student Request: _____

_____ (please continue on a separate sheet of paper, if needed)

Reason(s) for this request – please be specific and clear. Please attach any relevant documentation to verify the reasons you are making this request.

Reason(s) for request: _____

_____ (please continue on a separate sheet of paper, if needed)

Expected date of graduation _____ **Student signature** _____



California State University, Fullerton - Office of Admissions and Records
MISCELLANEOUS FEE ASSESSMENTS

OFFICE USE ONLY
 WEB - OK TO PAY
 PETITION FEE ONLY

Please pay the processing fee at the Student Financial Services Office and return this form to the appropriate office.

NAME: _____ **STUDENT ID:** _____

Sign here only to authorize the printing of your Social Security Number on your verification: _____

<u>ACCT</u>	<u>FEE</u>	<u>AMOUNT</u>	<u>OFFICE</u>
849	<input type="checkbox"/> Early Grad Verification/Schedule Letter	\$10	Graduation Unit - LH-114
848	<input type="checkbox"/> Graduation Update Fee	\$10	Graduation Unit - LH-114
881	<input type="checkbox"/> #*Enrollment Verification Fee - Current Term Only	\$10	A&R Service Center - LH-114
881	<input type="checkbox"/> #*Enrollment Verification Fee - Prior Terms: ____ Total History, or ____ Designated Terms _____ <small>please specify</small>	\$10	Records Office - LH-114
881	<input type="checkbox"/> Degree Verification Fee	\$10	Records Office - LH-114
211	<input checked="" type="checkbox"/> Petition Fee (Retroactive Add, Retroactive Withdrawal, G.E. Variation, Reactivate Grad Check, Postgraduate Credit, etc.) CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	A&R Service Center - LH-114
210	<input type="checkbox"/> Replacement Fee	\$2	A&R Service Center - LH-114
211	<input type="checkbox"/> Graduate Change of Objective Fee	\$10	Records Office - LH-114
211	<input type="checkbox"/> Administrative Late Fee CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	Graduation Unit - LH-114 (Late Grad Check only)

THIS PRINTED VERSION TO BE USED ONLY FOR PETITION FEE PAYMENT