

**College of Humanities, Arts, and Social Sciences--Student Affairs
Supplement for Late or Retroactive Changes**

The Supplement for Late or Retroactive Changes is used when requesting:

Adds

- Late add of a course (after third week of instruction)
- Retroactive add of a course (after instruction ends)

Drops

- Late drop of a course (after fifth week of instruction)
- Retroactive drop of a course (after instruction ends)

Changes

- Late change of grading basis (after eighth week of instruction)
- Retroactive change of grading basis (after instruction ends)
- Late change in increasing or decreasing units in course
- Retroactive change in increasing or decreasing units in course

A late or retro action will **ONLY** be considered when **documentation** is provided supporting an exceptional or unforeseen event that interferes with a student's performance. Doing poorly in a class or simply pleading that you didn't know about the deadlines will not convince the Associate Dean to make an exception. **A regular ADD/DROP form must also accompany this petition.** (A fee of \$3.00 is accessed for each add, drop, change petition filed after third week of the quarter)

Instructions:

- Complete the supplement form along with the add/drop form (available in departments, the student affairs office and the registrar's office). State your reason for the request and attach any available documentation.
- Acquire required instructor's recommendation and signature
- Acquire required academic advisor's recommendation and signature
- Petition is forwarded from the student's major department to the Associate Dean for review
- Petition is returned to student's major department after the Associate Dean's review
- Student should contact advisor for decision and **approved** petitions need to be filed with the Office of the Registrar within 10 days of the Associate Dean's approval.