



San José State
UNIVERSITY

SJSU Professional Development

Instructions: Complete this form and submit it through our website for processing or mail to SJSU Professional Development, 210 N. Fourth Street, Suite 301, San Jose, CA 95112 for further processing. Submitting this form does not guarantee that the drop form has been accepted. Guidelines are posted on our website at www.pd.sjsu.edu.

Drop / Add Request

Drop guidelines apply. Visit www.pd.sjsu.edu for more information

This form is to be used only for Professional Development courses.

Name _____ Male Female
Last First Middle

Student I.D. # _____ Date _____

Address _____

City _____ State _____ Zip _____

Email _____

Signature: _____

Course to Drop:

Class Code: _____ Cost: \$ _____

Course Title: _____

Course to Add*:

New Class Code: _____ Cost: _____

New Course Title: _____

*Course Adds can only be applied within the same term. If you cannot find a course to replace the drop within the same term, it is considered a refund and you must complete a Drop/Refund request and submit to PD for processing. All refunds are subject to a \$20 processing fee.

Office Use Only

Date Received : _____ Received by: _____

Official Date of Drop/Add: _____ Approved by: _____

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