Graduate Student Schedule Adjustment Petition

Complete this petition, obtain your instructor/s and your graduate advisor’s signatures. Note the additional signature required for College of Engineering courses. Return this petition in person with a photo ID to the Office of the Registrar by the deadline indicated in the Schedule of Classes. Failure to return this petition in person may result in the requested action not being processed. Contact Graduate Division for exceptions.

A $3.00 fee will be charged to your BARC account if this petition is submitted after the fifth day of instruction.

Name: _______________________________________
Perm #: ________________________________
Address: _______________________________________
Daytime phone #: _____________________________
Degree Program: _______________________________
Email Address: ______________________________

ACTION REQUESTED FOR: Quarter: ________________ Year: _____________________
(Please select one of the following actions).

☐ Add a course
☐ Withdraw from a course
☐ Change Number of Units for a course
☐ Change Grading option from a letter grade to P/NP-S/U
☐ Change Grading option from P/NP-S/U to a letter grade

CLASS INFORMATION:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Enrollment Code</th>
<th>Grade Option</th>
<th>Units</th>
<th>Instructor Number</th>
</tr>
</thead>
</table>

REASON FOR REQUEST: (REQUIRED)

______________________________________________________________________________________________

APPROVALS REQUIRED:

Instructor Signature Date
Graduate Advisor Signature Date

Graduate Dean (Required after quarter end) Date
Graduate Division, 3117 Cheadle Hall

* Department Chair Date
(see below)

*For courses in the College of Engineering: any graduate student who wishes to take an undergraduate course with enrollment restrictions in the College of Engineering MUST have approval from the chair of the department offering the course.

11/2002