Graduate Petition for Late or Retroactive Enrollment Adjustment

This form is required when requesting a change after the campus deadlines. Incomplete forms will be returned to your department.

Name ________________________________________ SID ______________________

Email ________________________________________ Phone ______________________

Major ________________________________________ Degree _____________________

**REQUIRED**: Please explain why you are requesting the changes listed on the enrollment adjustment form and why you did not follow the posted deadlines.

For S/NC requests after week 8: Is this course required for your degree? ________ Yes ________ No

*If a class is required for your degree, you MAY NOT enroll in it for S/NC credit.*

Student Signature _________________________________________________  Date ___________________________

**STUDENT SECTION**

**INSTRUCTOR SECTION** (if student is ADDING a class, adding units or CHANGING grading basis late)

Course Number _______________________________________________________ Quarter ______________________

HAS STUDENT BEEN ATTENDING ALL QUARTER? ________ Yes ________ No

*If NO*, please explain how the student will make up the missed work:

Instructor Signature _________________________________________________  Date ___________________________

**INSTRUCTOR SECTION** (if student is WITHDRAWING from a class)

Course Number _______________________________________________________ Quarter ______________________

Indicate when student stopped attending: __________________________

*Please add any relevant comments below:*

Instructor Signature _________________________________________________  Date ___________________________

**GRADUATE ADVISOR SECTION** (required for ALL REQUESTS)

*Please add any relevant comments below:*

Graduate Advisor Signature _____________________________________________ Date ___________________________
Satisfactory/No Credit (S/NC) Grading

Graduate students may take course work on an S/NC basis only when the course description indicates that this is an option. Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their master’s or PhD requirements, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division.

A grade of S is equivalent to a grade of B (3.00) or better but does not count towards the student’s grade point average. No credit is given for a course in which a grade of NC is assigned.

Enrollment Adjustment Calendar

Weeks 1 & 2
Students may add/drop, change unit totals and change grading basis online. Graduate program coordinators may add and drop online. Courses taken for S/NC credit must follow the S/NC policy outlined above. Students may change the grading basis for a course online, but must also submit the S/NC petition and adhere to the policy.

Week 3 (no fee applies)
Withdraw from a course:
- pink Enrollment Adjustment form required
- “W” will appear on transcript

Add a course:
- Graduate Program Coordinators may ADD courses online
- Graduate Program Coordinators MAY NOT withdraw students from courses online - withdrawals must be processed via the pink Enrollment Adjustment form

Change grading basis for a course:
- pink Enrollment Adjustment form required from this point forward
- S/NC petition required

Weeks 4, 5, & 6 ($4 fee applies to all adjustments from this point forward)
Withdraw from a course:
- pink Enrollment Adjustment form required
- “W” will appear on transcript

Add a course:
- pink Enrollment Adjustment form and Graduate Division Late Enrollment Adjustment petition required

Week 7
Withdraw from a course:
- pink Enrollment Adjustment form and Graduate Division Late Enrollment Adjustment petition required

Week 8
Last week to change grading basis to S/NC (see regulations above):
- pink Enrollment Adjustment form and S/NC petition required for all S/NC requests.
- $4 fee applies to all S/NC requests processed after week 3

Week 9 & 10
Pink Enrollment Adjustment form and Graduate Late Enrollment petition required for all adjustments including any requests to take a class for S/NC credit. S/NC policy still applies (see above).

Revised 10/12/2016