

### 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 \_\_\_\_\_

Deadlines:  
ADDS: (includes adding units) this form required after week 3  
WITHDRAWALS: (includes reducing units) this form required after week 6  
CHANGE IN GRADING BASIS: this form required after week 8

#### STUDENT SECTION

**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 \_\_\_\_\_

#### 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 \_\_\_\_\_

*(for adding a class, adding units to a variable unit course, or changing grading basis after week 8)*

#### 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 \_\_\_\_\_

*(for withdrawing from a class)*

#### 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).