Graduate Petition for Late or Retroactive Enrollment Adjustment

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

Name ___________________________ SID ___________________________

Email ___________________________ Phone ___________________________

Major ___________________________ Degree ___________________________

Student Section:

REQUIRED: please explain why you are requesting the changes listed on the enrollment adjustment form after the posted deadline.

Date ___________________________

Signature of Student ___________________________

DEADLINES:

ADDS: (includes adding units) – This form required after week 3

DROPS: (includes reducing units) this form required after week 6

CHANGE IN GRADING BASIS: This form required after week 8

For Instructor to complete if student is adding a class or changing the grading basis late

Course Number: ___________________________ Qtr ___________________________

HAS STUDENT BEEN ATTENDING ALL QUARTER? ☐ YES ☐ NO

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

Date ___________________________ ☐ Recommend ☐ Not Recommended

Signature of instructor for student adding a class or adding units to a directed research or directed studies class ___________________________

For Instructor to complete if student is dropping a class late

Course Number: ___________________________ Qtr ___________________________

INDICATE DATE WHEN STUDENT STOPPED ATTENDING: ___________________________

COMMENTS:

Date ___________________________ ☐ Recommend ☐ Not Recommended

Signature of instructor for student dropping a class ___________________________

Graduate Advisor’s Signature is required for ALL requests:

Date ___________________________ ☐ Recommend ☐ Not Recommended

Graduate Advisor’s Signature ___________________________