

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 _____

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

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

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