

**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.

\_\_\_\_\_  
Signature of Student Date \_\_\_\_\_

**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:

\_\_\_\_\_  
Signature of instructor for student adding a class or adding units to a directed research or directed studies class  
Date \_\_\_\_\_  Recommend  Not Recommended

**For Instructor to complete if student is dropping a class late**

Course Number: \_\_\_\_\_ Qtr \_\_\_\_\_

INDICATE DATE WHEN STUDENT STOPPED ATTENDING: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
Signature of instructor for student dropping a class  
Date \_\_\_\_\_  Recommend  Not Recommended

**Graduate Advisor's Signature is required for ALL requests:**

\_\_\_\_\_  
Graduate Advisor's Signature Date \_\_\_\_\_  Recommend  Not Recommended