

Graduate Petition to Enroll in a Course for S/NC Credit

*This form is required for any changes to the grading basis
for an upper-division (100-level) or graduate (200-level) course.*

Incomplete forms will be returned to your department.

This form is required for all requests by graduate students to take courses on an S/NC basis. AFTER WEEK 2 this form must be accompanied by a pink Enrollment Adjustment petition. AFTER WEEK 8, students must also submit the Graduate Division Late Enrollment Adjustment petition.

Name _____ SID _____

Email _____ Phone _____

Major _____ Degree _____

STUDENT SECTION

Course Number _____ Quarter _____

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 unless it is not offered for a letter grade. Lower division undergraduate courses (i.e., language courses) may be allowed for S/NC credit with approval from your departmental Graduate Advisor.

Please indicate your reasons for taking the course on an S/NC basis below:

Student Signature _____ Date _____

GRADUATE ADVISOR SECTION

Graduate students are not permitted to take courses on an S/NC basis unless the course is not required for the degree (i.e., it is purely an elective course) or the catalog states it is only offered on an S/NC basis.

Is this course required for the student's degree?

Why do you recommend that the student be permitted to take this course on an S/NC basis? 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).