

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, drop change unit totals and change grading basis 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:

- Graduate Enrollment Adjustment Form
- "W" will appear on transcript

Change variable units for a course:

- Graduate Enrollment Adjustment Form

Add a course:

- Graduate Enrollment Adjustment Form

Change grading basis for a course:

- Graduate Enrollment Adjustment Form
- S/NC Petition required

Weeks 4, 5, & 6 (\$4 fee applies to all adjustments from this point forward)

Withdraw from a course:

- Graduate Enrollment Adjustment Form
- "W" will appear on transcript

Add a course or increase variable units for a course from this point forward:

- Graduate Enrollment Adjustment Form
- Graduate Division Late Enrollment Adjustment Petition

Week 7

Withdraw from a course or decrease variable units for a course from this point forward:

- Graduate Enrollment Adjustment Form
- Graduate Division Late Enrollment Adjustment Petition

Week 8

Last week to change grading basis to S/NC (see regulations above):

- Graduate Enrollment Adjustment Form
- S/NC Petition
- \$4 fee applies to all S/NC requests processed after week 3

Week 9 & 10

All Adjustments:

- Graduate Enrollment Adjustment Form
- Graduate Late Enrollment Petition
- S/NC Petition (for S/NC requests only – policy applies)