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 _____________________

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 ______________________

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 ______________________

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

Add a course:
- Graduate Enrollment Adjustment Form

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)