

Graduate Student Schedule Adjustment Petition

Complete this petition, obtain your instructor/s and your graduate advisor's signatures. Note the additional signature required for College of Engineering courses. **Return this petition in person with a photo ID to the Office of the Registrar by the deadline indicated in the *Schedule of Classes*. Failure to return this petition in person may result in the requested action not being processed. **Contact Graduate Division for exceptions.****

A \$3.00 fee will be charged to your BARC account if this petition is submitted after the fifth day of instruction.

Name: _____ Perm #: _____

Address: _____ Daytime phone #: _____

Degree Program: _____ Email Address: _____

ACTION REQUESTED FOR: **Quarter:** _____ **Year:** _____
 (Please select one of the following actions).

- Add a course
- Withdraw from a course
- Change Number of Units for a course
- Change Grading option from a letter grade to P/NP-S/U
- Change Grading option from P/NP-S/U to a letter grade

CLASS INFORMATION:

Subject	Course Number	Enrollment Code	Grade Option	Units	Instructor Number
---------	---------------	-----------------	--------------	-------	-------------------

REASON FOR REQUEST: **(REQUIRED)**

APPROVALS REQUIRED:

Instructor Signature	Date	Graduate Advisor Signature	Date
----------------------	------	----------------------------	------

Graduate Dean (Required after quarter end) Date	* Department Chair Date
Graduate Division, 3117 Cheadle Hall	(see below)

*For courses in the College of Engineering: any graduate student who wishes to take an undergraduate course with enrollment restrictions in the College of Engineering **MUST** have approval from the chair of the department offering the course.