Please complete this petition and obtain your instructor’s and your department graduate advisor’s signatures. For all retroactive requests, the Graduate Dean’s signature is required. Graduate council policy on retroactive requests: http://www.graddiv.ucsb.edu/handbook/petitionsandexceptions.html#retroactiveadjustments

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

Name ______________________________________ Perm ________________________________
Major/Department ____________________________ Degree Program _______________________
E-mail _________________________________       Phone _______________________________

(Please select one of the following actions)
☐ Add a course
☐ Withdrawal from a course
☐ Change Grading Option from letter grade to P/NP-S/U
☐ Change Grading Option from P/NP-S/U to letter grade

CLASS INFORMATION:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Enrollment Code</th>
<th>Grade Option</th>
<th>Units</th>
<th>Instr. #</th>
<th>Instructor Name</th>
</tr>
</thead>
</table>

REASON FOR REQUEST (REQUIRED):
__________________________________________________________________________________________
__________________________________________________________________________________________

APPROVALS REQUIRED:

Instructor Signature ______________________ Date __________ Graduate Advisor Signature ______________________ Date __________

Graduate Dean*, 3117 Cheadle Hall Date __________ Department Chair** ______________________ Date __________
*Required after quarter ends
**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.

Office of the Registrar Use Only:
Processed By ___________       Date __________