

Graduate Student Schedule Adjustment Petition

Complete this petition, obtain your instructor's and your faculty 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.**

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: _____ E-mail Address: _____

Major Department: _____

ACTION REQUESTED FOR: **Quarter:** _____ **Year:** _____

(Please select one of the following actions.)

- Add a course
- Withdrawal from a course
- Change Number of Units for 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:

Subject	Course Number	Enrollment Code	Grade Option	Units	Instructor Number
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REASON FOR REQUEST:

APPROVALS REQUIRED:

Instructor Signature	Date	Graduate Advisor Signature	Date
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Graduate Dean (Required after Deadline)	Date	*Department Chair	Date
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*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 MSUT have approval from the chair of the department offering the course.