

### Graduate Petition for Late or Retroactive Enrollment Adjustment (Submitted along with Enrollment Adjustment Form)

**Late Adds:** This form is required after week 3 of any given quarter.

**Withdraw:** This form is required after week 6 of any given quarter.

**Change in Grading Basis:** This form is required after week 8 of any given quarter.

**Retroactive Enrollment Adjustment:** This form is required for any enrollment adjustment from a previous quarter.

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAJOR: \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**\*\*UP TO TWO REQUESTS MAY BE MADE USING ONE FORM**

<b>Quarter</b> _____ <b>COURSE NO:</b> _____ <input type="checkbox"/> ADD/ADD UNITS <input type="checkbox"/> WITHDRAW <input type="checkbox"/> CHANGE GRADING BASIS	<b>Quarter</b> _____ <b>COURSE NO:</b> _____ <input type="checkbox"/> ADD/ADD UNITS <input type="checkbox"/> WITHDRAW <input type="checkbox"/> CHANGE GRADING BASIS
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**STUDENT:** Explain the reason for making changes after the deadline (continue on back if necessary):

Signature of Student: **X** \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTOR (S):** Please provide the following information/comments:

LATE ADD: Has the student been attending all quarter? YES  NO

WITHDRAW: Indicate when student stopped attending class: \_\_\_\_\_

COMMENTS:

Signature of Instructor #1 **X** \_\_\_\_\_  APPROVED DATE: \_\_\_\_\_  
 DENIED

Signature of Instructor #2 **X** \_\_\_\_\_  APPROVED DATE: \_\_\_\_\_  
 DENIED

**GRADUATE ADVISOR:** Explain why you support or do not support the action requested:

SIGNATURE OF GRADUATE ADVISOR\*: **X** \_\_\_\_\_  APPROVED DATE: \_\_\_\_\_  
\*NOT YOUR FACULTY ADVISOR  DENIED