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

REASON FOR REQUEST:

_____

APPROVALS REQUIRED:

_____ _____
Instructor Signature Date Graduate Advisor Signature Date

_____ _____
Graduate Dean (Required after Deadline) Date *Department Chair Date

*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.