

## RETROACTIVE SCHEDULE ADJUSTMENT REQUESTS- GRADUATE STUDENTS

*(Requests are retroactive if submitted after [the last day of instruction](#))*

Retroactive schedule changes are considered exceptions and will be approved only with proof of a legitimate clerical/administrative error, or serious change in circumstance that prohibited completion of the action by the deadline posted on the [Registrar's website](#). Please note that the Graduate Division Dean has final authority for approving or denying retroactive schedule adjustment requests; instructor and departmental approvals are required for advisory purposes only.

### Important Information Regarding Retroactive Schedule Adjustments:

**Grades:** Graduate Council Policy stipulates that students cannot request retroactive schedule adjustments because they are dissatisfied with their final grade or want a more presentable transcript. However, when students earn a better grade in their second attempt in the same course, they may petition to withdraw retroactively from the first attempt. If you are unsatisfied with your final grade, please see the procedures for a [Grade Appeal](#). **Graduate students are not allowed to repeat a graduate-level course (numbered 200 or higher) in which a grade of B or better was received. Graduate students are not allowed to repeat an undergraduate-level course (numbered 1-199) in which a grade of C or better was received. More information on course repeats can be found in the [General Catalog](#).**

**Withdrawing from a class:** Students must be registered in 8 units per quarter and should check their transcript prior to petitioning for a course withdrawal. A request that will reduce the total units to less than 8 will likely not be considered.

**S/U or P/NP grading policy ([Academic Senate Regulation 30.B & 30](#)):** The grade S shall denote work of quality that would otherwise be awarded the grade B [not B-] or better. The grade P will be awarded only for work which would otherwise receive a grade of C [not C-] or better. No credit will be allowed for work graded U or NP.

**Workload requirement:** A course taken with grading option S/U should have the equivalent workload as a course taken for a letter grade.

### Instructions for completing a Retroactive Schedule Adjustment Petition:

- Review [quarterly deadlines](#) before submitting a Retroactive Schedule Adjustment Petition to the Graduate Division. *A request is retroactive only after the last day of instruction.*
- Response to **all** questions is required, incomplete forms will be returned. It is recommended that you consult with your department Graduate Program Assistant if you have any questions.
- Submit the completed and signed (instructor and department) petition to the Graduate Division for review. If approved, the Graduate Division will forward the petition to the Registrar's Office for processing.
- A copy of the petition will be sent via email to the student and department.
- A \$3.00 Schedule Adjustment fee will be charged to the student's BARC account.

## RETROACTIVE SCHEDULE ADJUSTMENT PETITION FOR GRADUATE STUDENTS

- Requests are retroactive if submitted after the last day of instruction
- Response to all questions is required, incomplete petitions will be returned
- A \$3.00 schedule adjustment fee will be charged to your BARC

Name: \_\_\_\_\_ Perm: \_\_\_\_\_ International Student VISA: \_\_\_\_\_

UMail: \_\_\_\_\_ Current Degree(s)/Major: \_\_\_\_\_

**Action:**      Add a course                                      Change Grading Option from Letter to S/U or P/NP (*verify course has optional grading*)  
                   Withdrawal from a course                      Change Grading Option from S/U or P/NP to Letter (*verify course has optional grading*)

**Course Details:**

Qtr/Yr	Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor Name
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Please explain why you did not make this schedule adjustment by the last day of instruction (attach separate page if needed):

Please explain the academic significance for this retroactive change (attach separate page if needed):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by INSTRUCTOR** (*please complete every section, incomplete petitions will be returned*):

Student's attendance: <input type="checkbox"/> Regular <input type="checkbox"/> Never <input type="checkbox"/> Infrequent <input type="checkbox"/> Unknown	Percentage of assignments completed: _____	Final exam/assignment completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Current <b>letter</b> grade: _____
Comments: _____ _____			

Approve      \_\_\_\_\_  
 Deny            \_\_\_\_\_  
Print Name                                      Signature                                      Date

REQUIRED APPROVALS		
<b>HOME DEPARTMENT GRADUATE ADVISOR</b>		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ <i>Print or type name</i>	_____ <i>Signature</i>
_____ <i>Date</i>		
<b>DEPARTMENT CHAIR</b> ( <i>ONLY for courses in the College of Engineering; graduate students wishing to take an undergraduate course with enrollment restrictions MUST have approval from the Chair of the department offering the course</i> ):		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ <i>Print or type name</i>	_____ <i>Signature</i>
_____ <i>Date</i>		

<b>GRADUATE DIVISION (3117 CHEADLE HALL)</b>		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ <i>Signature</i>	_____ <i>Date</i>
<input type="checkbox"/> Course is not required for the earned degree		
GD Notes: _____		

**OFFICE OF THE REGISTRAR USE ONLY:** Processed by \_\_\_\_\_ Date \_\_\_\_\_