

GRADUATE LATE ADD PETITION

Please complete this petition and obtain your instructor's and your Department Graduate Advisor's signatures. For all retroactive requests, please submit the Retroactive Schedule Adjustment Petition. 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: _____

Umail: _____ Phone: _____

Course Details:

Qtr/Yr	Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor Name
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REASON FOR REQUEST (REQUIRED):

Student Signature

Date

REQUIRED APPROVALS

INSTRUCTOR OF THE COURSE:

Approve _____
Print or type name *Signature* *Date*

HOME DEPARTMENT GRADUATE ADVISOR

Approve _____
Print or type name *Signature* *Date*

DEPARTMENT CHAIR (*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*):

Approve _____
Print or type name *Signature* *Date*

OFFICE OF THE REGISTRAR USE ONLY: Processed by _____ **Date** _____

