

GRADUATE PETITION TO CHANGE CLASS SCHEDULE

To change your Class Schedule, please complete the form, get the required signatures, and submit it to the Mechanical Engineering Student Services Office. This form is only for change that occurs between the **fourth week of instructions** and the **formal classes end date** (please refer to the [Academic Calendar for details](#)). If you are requesting the change of your class schedule after the formal classes end date, you must submit the [Office of the Registrar's form](#). Please be advised that you will be charged for every class dropped or added. Find [here](#) the details about the fees.

Semester:

Year:

Date:

Last Name: _____ First Name: _____ M: _____ SID: _____

Campus Address: _____ Email: _____ Phone: _____

Degree Goal: _____ Major Field: _____ Research Advisor: _____

COURSE(S) TO BE ADDED

Course Control No.	Department	Course No.	Section No.	Units	S/U	Repeat?	Instructor's Signature	Date

COURSE(S) TO BE DROPPED

Course Control No.	Department	Course No.	Section No.	Units	S/U	Repeat?

CHANGE OF UNITS IN VARIABLE UNIT COURSE

Course Control No.	Department	Course No.	Section No.	Former Units	New Units	Instructor's Signature	Date

CHANGE OF GRADING OPTION

Course Control No.	Department	Course No.	Section No.	S/U	Letter Grade

TOTAL NUMBER OF COURSEWORK UNITS: Before change: After change:

Student Signature: _____ Major Field Advisor Signature: _____ Date: _____