

| Form Name   | Obtain Form                   | Signatures Required |                           |                      |   | Student Delivers To                                   | Processing   | Other Requirements  |
|---|-------------------------------|---------------------|---------------------------|----------------------|---|---|--|---|
|   |                               | Advisor             | Instructor                | Chair                | AD  |   |  |   |
| <b>Exemption to Administrative Graduation</b>   | UGS                           | No                  | No                        | Yes                  | Yes   | UGS UN 215  | Student delivers signed form                             | Students who have earned 140+ units and all degree requirements in any major. This form needed for exemption.   |
| <b>Administrative Withdrawal</b>  | Department Office             | No                  | Yes                       | Yes                  | Responsible for initiating at the request of faculty or chair | Student takes no action. Dept. submits to AD          | AD submits to A & R                                      | AD must submit no later than the Wednesday of the third week of instruction   |
| <b>Consent for Release of Student Information (FERPA)</b>   | Department of Academic Office | No                  | No                        | No                   | No  | Student signs and returns to faculty or administrator | Hand deliver to faculty or administrator                 | Federal law (FERPA) prohibits any discussion of students' academic records with anyone other than the student without this form                                     |
| <b>Correction of Grade</b>  | Department Office             | No                  | Timely grade changes      | All Changes of Grade | Late Change of Grade  | Student initiates review of grade                     | AD or Depart delivers to A&R                             | A & R will not accept this form from student  |
| <b>Request for Incomplete</b>   | Student Forms                 | No                  | Yes                       | No                   | No  | Instructor  | Instructor submits to Dept. office                       | Must be submitted to Dept. office no later than ten days after day of last final  |
| <b>Extension of Time to Remove Incomplete</b>   | Student Forms                 | No                  | Yes                       | No                   | No  | Dept. office  | Instructor takes to dept. office. Office submits to A&R. | Must be submitted prior to time Incomplete expires. Maximum extension one year.   |
| <b>Removal of Incomplete</b>  | Department Office             | No                  | For removal of Incomplete | Late removal of "I"  | Late removal of "I"   | Instructor delivers to Dept Office                    | AD or Dept delivers to A&R                               | Removal of Incomplete after date of original agreement or if Extension expired requires AD signature  |
| <b>4<sup>th</sup> Week Change Request Including Partial and Complete Medical Withdrawals</b>                | Student Forms                 | No                  | Yes                       | Yes                  | No  | A&R   | Student delivers signed form to A&R                      | Pay University Cash Services upon late registration. Student contacts UGS to have complete withdrawal noted as medical.   |
| <b>Late Schedule Change for Undergraduate Weeks 5-12 Including Partial and Complete Medical Withdrawals</b> | Student Forms                 | No                  | Yes                       | Yes                  | Yes   | AD  | AD transmits to A&R electronically                       | <ul style="list-style-type: none"> <li>• <b>One course</b> = signature of AD of College offering course</li> <li>• <b>Multiple courses</b> = AD of major</li> </ul> |

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|   |                   | Advisor                     | Instructor | Chair | AD            |                     |  |  |
| <b>Late Schedule Change for Graduate Students</b>   | Student Forms     | No                          | Yes        | No    | No            | AVP Grad Studies    | Student delivers   | The AVP of Graduate Studies must approve and sign form. Student then brings to A&R and pays University Cash Services.                    |
| <b>Medical Withdrawal for Graduate Students (Partial and Complete)</b>                      | SHC               | No                          | No         | No    | No            | SHC                 | SHC to Graduate Studies                                    | Student must provide supporting medical documentation to SHC   |
| <b>Change of Major</b>  | Student Forms     | Should see if over 75 units | No         | Yes   | Yes >90 units | Chair               | AD or Chair takes to A&R                                   | AD will normally not approve if total is over 140 units. No signatures required if removing major.                                       |
| <b>Change of Minor</b>  | Student Forms     | Should see if over 75 units | No         | Yes   | Yes >90 units | Chair               | AD or Chair takes to A&R                                   | AD will normally not approve if total is over 140 units. No signatures required if removing minor.                                       |
| <b>Major/Minor Appeal for Undergrads</b>  | Undergrad Studies | No                          | No         | No    | No            | UGS                 | Student completes form and takes to UGS                    | Limited to criteria stated on form   |
| <b>Request for Third Enrollment</b>   | Student Forms     | No                          | No         | Yes   | Yes           | AD of Major         | Student takes form to A&R and gets instructions on adding. | May have to pay if adding this class, moves student from part- to full-time. Students may register on the Thursday before classes begin. |
| <b>Weeks 13+ Retroactive Action-UGRD Including Partial and Complete Medical Withdrawals</b> | Student Forms     | No                          | Yes        | Yes   | No            | UGS                 | UGS, UN 215  | Use during last 20% of instruction and after semester is over.   |
| <b>Undergraduate Petition</b>   | Student Forms     | No                          | No         | No    | No            | A & R               | Student delivers   | \$10 processing fee. Read instructions carefully. Request may actually be a DPR Review.  |

Reducing the number of enrolled units may affect your eligibility for Campus Housing, International Student Status, Financial Aid and more. A Financial Aid student who reduces the number of units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals). Before adjusting your schedule, consult the appropriate offices as described at [Information Regarding Change in Program or Schedule](#).