

Form Name	Obtain Form	Signatures Required				Student Delivers To	Processing	Other Requirements
		Advisor	Instructor	Chair	AD			
Exemption to Administrative Graduation	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.
Administrative Withdrawal	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
Consent for Release of Student Information (FERPA)	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
Correction of Grade	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
Request for Incomplete	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
Extension of Time to Remove Incomplete	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.
Removal of Incomplete	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
4th Week Change Request Including Partial and Complete Medical Withdrawals	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.
Late Schedule Change for Undergraduate Weeks 5-12 Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	Yes	AD	AD transmits to A&R electronically	<ul style="list-style-type: none"> • One course = signature of AD of College offering course • Multiple courses = AD of major

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Late Schedule Change for Graduate Students	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.
Medical Withdrawal for Graduate Students (Partial and Complete)	SHC	No	No	No	No	SHC	SHC to Graduate Studies	Student must provide supporting medical documentation to SHC
Change of Major	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.
Change of Minor	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.
Major/Minor Appeal for Undergrads	Undergrad Studies	No	No	No	No	UGS	Student completes form and takes to UGS	Limited to criteria stated on form
Request for Third Enrollment	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.
Weeks 13+ Retroactive Action-UGRD Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	No	UGS	UGS, UN 215	Use during last 20% of instruction and after semester is over.
Undergraduate Petition	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](#).