Complete this form to make changes to the grade mode or variable unit value of a course, or to change sections after the applicable deadlines. Engineering students must use this form to change a course grade mode, even before the deadline. A $3.00 fee will be charged to your account for each change made after the deadline.

- To change a course grade mode, a dean’s signature is required.
- To change the value of a variable unit course, the instructor’s signature is required.
- To switch sections, the signature of the instructor of the added section is required.

**Personal Information**

Student ID Number ____________________________ E-mail Address ____________________________

Name _______________________________________

Local Address ________________________________

City/State/Zip ________________________________ Phone ________________________________

**Course Information**

☐ P/NP  ☐ Revoke P/NP  ☐ Unit Change  ☐ Section Switch (enter CRN for section to add)

CRN __________ Subject code __________ Course number __________ Section __________ Units (variable) __________

CRN __________

(part 2 if required)

I certify that I am the above named person and the information I have provided is accurate.

Student signature ____________________________ date ____________________________

**Grade Mode Change Approval**

Dean signature ____________________________ date ____________________________

**Variable Unit or Section Switch Approval**

Instructor signature ____________________________ date ____________________________

**Office Use Only**

Keyed by ____________________________ billed ____________________________ date ____________________________

rev. 1/04