



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)

Course Change

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

Student signature _____ date _____

<p>Grade Mode Change Approval</p> <p>Dean signature _____ date _____</p>

<p>Variable Unit or Section Switch Approval</p> <p>Instructor signature _____ date _____</p>

<p>Office Use Only</p> <p>Keyed by _____ billed _____ date _____</p>
