STUDENT IS RESPONSIBLE FOR OBTAINING ALL OF THE APPROPRIATE SIGNATURES

- **Overload** (>62 course and assistantship hours combined)
  - Total course units_______   Term__________   Academic Year_____________

- **Underload** (<36 course units)
  - Total course units_______   Term__________   Academic Year_____________

- **DROP** the following course(s)_________________________
  - Total course units after drop ___________   Term___________ Academic Year_____________

- **ADD** the following course(s)__________________________
  - Total course units after add ____________   Term___________ Academic Year_____________

- **Tuition Waiver** (Only applicable to graduating students not receiving a stipend) Submit a copy of the Ph.D. examination petition prior to the third Friday during the term in which the exam will be taken.

- **Continued Enrollment for the term following the Ph.D. defense** (Limited to one term)

- **Late Registration** (Provide reason)
  - Term___________   Academic Year_____________

- **Sabbatical** (Provide reason for the leave, date last attended classes, and forwarding address)
  - **Medical** (use Medical Leave Petition)
  - **Non-medical**
    - From (date)___________________________ Until (date)___________________________

- **Detached Duty** (Provide details including location and summary of work being performed)
  - From (date)___________________________ Until (date)___________________________

- **Withdrawal** (Provide reason, date last attended classes, and forwarding address)
  - Effective date_________________________

Thesis Advisor (Sabbatical Only) ____________________________ Date _____________ Student Signature ______________

Remarks:

- Recommended
- Not Recommended ____________________________ Date _____________ Option Representative ______________

- Approved
- Not Approved ____________________________ Date _____________ Dean of Graduate Studies ______________