



University of California, Davis  
Office of the University Registrar

**Petition for  
Retroactive Change**

One Shields Avenue, Davis, CA 95616-8692 / Information: (530) 752-3639 / Fax: (530) 752-6906

Complete petition and pay the \$3.00 fee at the Cashier's Office, in 1200 Dutton Hall. Take completed petition with supporting documentation to the department offering the course. The department will forward the petition to the Office of the University Registrar.

**Personal Information**

Student ID Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_

Local Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

College \_\_\_\_\_ Major \_\_\_\_\_

**Course Information**

CRN \_\_\_\_\_

Course \_\_\_\_\_

Section \_\_\_\_\_

Quarter and Year \_\_\_\_\_

**Petition Information** (check one)

Retroactive Add

Retroactive Drop

Change to P/NP or S/U grading

Drop P/NP or S/U option

Change course number (e.g., 99 to 199)

Change units (variable unit course only)

Other: \_\_\_\_\_

**Reason for request**

Explain the basis for this request. Include reason for not making request during the quarter in question. Attach additional pages, information, and verification as necessary. **Petitions without supporting documentation will not be accepted.**

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

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Use Only**

**Instructor:** Complete the following information and return form to the Office of the University Registrar. Forms returned by the student cannot be accepted.

Do you recommend the above request?  Yes  No

Reason: \_\_\_\_\_  
*Attach additional sheets if necessary.*

If petition is for retroactive add, please include the following information:

Grade \_\_\_\_\_ Units \_\_\_\_\_ Date work completed \_\_\_\_\_

Instructor signature \_\_\_\_\_ Instructor name (please print) \_\_\_\_\_

**Office Use Only**

Account billed

Date keyed: \_\_\_\_\_

By: \_\_\_\_\_

Final Action: Approved \_\_\_\_\_

Denied \_\_\_\_\_

Deferred \_\_\_\_\_

Notified \_\_\_\_\_