

## **October 22, 1998: Late Changes in Study List for Graduate Students**

BERKELEY: OFFICE OF DEAN OF THE GRADUATE DIVISION

October 22, 1998

To: Graduate Advisers and Assistants

From: Joseph J. Duggan, Associate Dean

Re: Late Changes in Study List for Graduate Students

Currently, petitions to add a class after the fifth week of classes or drop a class or change the grading option after the eighth week of classes require approval of the Associate Dean, in addition to the approval of the graduate advisor chair. Graduate Division staff have been entering the changes, once approved, on OLADS (On-Line Add-Drop System).

Effective immediately, changes to the study list through the last day of classes require only the approval of the graduate adviser chair. OLADS can be used in the departments and groups for changes to graduate student study lists through the last day of classes.

The procedure for late changes in the study list after the last day of classes will remain the same. These changes require approval of the Associate Dean. Please let me know of any concerns or questions you may have regarding this change in procedure.