

LATE PETITION TO CHANGE CLASS SCHEDULE

for term: Fall Spring year: _____

Students requesting Dean's action for an in-progress summer term should visit <http://summer.berkeley.edu/enrollment-changes>.

SEE REVERSE FOR INSTRUCTIONS. USE ONE FORM PER SEMESTER.

Student name (please print) _____

Student ID Number _____

Major(s) _____

Email address (required for response) _____

Phone Number _____

Were you an active intercollegiate (NCAA) student-athlete for the semester in question? Yes No

***Please be sure to include discussion sections, if applicable.**

TO BE ADDED

AC	Course Number	Dept	#	Dis Sec	Units	P/ NP	Repeat?	Instructor's Printed Name & Signature	Date
A									
A									
A									

TO CHANGE UNITS IN A VARIABLE UNIT COURSE

AC	Course Number	Dept	#	Dis Sec	Current Units	Desired Units	P/ NP	Repeat?	Instructor's Printed Name & Signature	Date
U										
U										

TO BE DROPPED

AC	Course Number	Dept	#	Dis Sec	Units	P/ NP	Repeat?
D							
D							

REQUIRED

SEMESTER'S TOTAL UNITS AFTER CHANGE

□ □ . □

TO CHANGE GRADING OPTION

AC	Course Number	Dept	#	Dis Sec	Units	Repeat?	Desired option
O							<input type="checkbox"/> Letter <input type="checkbox"/> P/ NP
O							<input type="checkbox"/> Letter <input type="checkbox"/> P/ NP

REQUIRED SIGNATURES (see reverse for instructions)

Student _____ Date _____

International Student Advisor _____ Date _____

Major Advisor _____ Date _____

Faculty Athletic Representative _____ Date _____

Dean or Dean's Representative _____ Date _____

INSTRUCTIONS

According to College policy, drops, adds, and changes in variable units are not permitted after the fifth week of classes except in the case of serious extenuating circumstances that arise during the semester (e.g. documented illness or family emergency). Students may change their grade option by the end of the tenth week of the semester. All students are responsible for checking their class schedules before the final add/drop deadline.

The Dean will NOT consider requests based on lack of knowledge of course registration status or deadlines.

TO REQUEST CONSIDERATION BY THE DEAN OF INSTRUCTION & STUDENT AFFAIRS FOR AN EXCEPTION, PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:

To Add Course(s) or Change Units in a Variable Unit Course(s)

- Submit this Late Petition to Change Class Schedule with the *To be Added* or *To Change Units in a Variable Unit Course* section filled out and signed by the instructor.
- Submit a personal statement explaining your extenuating circumstances and how they affected your academic work. Please sign & date the statement, and limit it to one page.
- Please provide any supporting documents, including any medical documentation.

To Drop Course(s) or Change Grading Options

- Submit this Late Petition to Change Class Schedule with the *To be Dropped* or *To Change Grading Option* section filled out.
- For these requests, you must also submit an **Instructor Statement form** filled and signed by the instructor, and returned in a sealed, signed envelope.
- Submit a personal statement explaining your extenuating circumstance and how they affected your academic work. Please sign & date the statement, and limit it to one page.
- Please provide supporting documents, including any medical documentation.

Other Useful Notes:

- Starting Fall 2016, due to Academic Senate Regulations, we are no longer processing retroactive grade changes.
- Petitions submitted without sufficient documentation will be denied.
- If you are a student athlete or an International student, you must obtain signatures from the Faculty Athletic Representative or the International Student Advisor. *All nonimmigrant F-1 or J-1 visa holders must see an International Adviser (International House) before dropping courses resulting in a unit total of less than 12 units.*
- Make copies of all documents for your own records. The College is not able to make copies for you.

Submit your petition to the College of Natural Resources, Office of Instruction and Student Affairs (undergraduate Dean's Office), 260 Mulford Hall, Berkeley, CA 94720-3100.

You will be notified of the Dean or Dean's Representative decision by email in approximately 1-2 weeks.

ALL DECISIONS ARE FINAL

STUDENT CONDUCT VIOLATIONS

- You will not be allowed to late drop or change the grading option for a course in which you have been found guilty of a student conduct violation. If the Dean grants a late drop or grade change and you are later found guilty of a violation, the course and grading will be reinstated to your record.

LIMITATIONS

- Academic probation students may not enroll in a course on a P/NP basis if that course is offered for a letter grade.
- Courses numbered 97, 98, 99 or 197,198,199; students may not enroll for more than four units per term.
- Only 1/3 of your total Berkeley units may be taken P/NP basis. This includes units in the Education Abroad Program and UC Intercampus Visitor or Exchange programs.
- Students may not repeat a course on a P/NP basis in which you previously received a letter grade.
- Courses that are offered exclusively for a letter grade or P/NP may not be changed.
- Petitions must be submitted by the last day of classes (the week before RRR week); petitions submitted after this date may be considered retroactive