

**LATE OR RETROACTIVE  
PETITION TO CHANGE CLASS SCHEDULE**

for term: \_\_\_Fall \_\_\_Spring \_\_\_Summer \* year\_\_\_\_\_

\*Students requesting Dean's actions for an in-progress summer term should go directly to the Summer Session Office in 22 Wheeler Hall. Do not use this petition.

**SEE REVERSE FOR INSTRUCTIONS. USE ONE FORM PER SEMESTER.**

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student ID number

\_\_\_\_\_  
Email address (required for response)

\_\_\_\_\_  
Phone number

Were you an active intercollegiate (NCAA) student-athlete for the semester in question? \_\_\_Yes \_\_\_No

**TO BE ADDED**

AC	CCN	Dept	#	Sec	Units	P/NP	Repeat?	Instructor's Signature	Date
<b>A</b>									
<b>A</b>									
<b>A</b>									

**TO BE DROPPED**

AC	CCN	Dept	#	Sec	Units	P/NP	Repeat?
<b>D</b>							
<b>D</b>							
<b>D</b>							

**TO CHANGE UNITS IN A VARIABLE UNIT COURSE**

AC	CCN	Dept	#	Sec	Units former new	P/NP	Repeat?	Instructor's Signature	Date
<b>U</b>									
<b>U</b>									
<b>U</b>									

**TO CHANGE GRADING OPTION**

AC	CCN	Dept	#	Sec	Units	Repeat?	Desired Option
<b>O</b>							<input type="checkbox"/> letter <input type="checkbox"/> p/np
<b>O</b>							<input type="checkbox"/> letter <input type="checkbox"/> p/np

**TOTAL # OF UNITS AFTER CHANGE** \_\_\_\_\_

**REQUIRED SIGNATURES** (see reverse for instructions)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Summer sessions official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Dean's representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Athletic Representative

\_\_\_\_\_  
Date

## **SUBMISSION AND NOTIFICATION**

To request a late or retroactive add, drop, grading option change or change in variable units, please submit the following items as a single packet to the College of Environmental Design, Undergraduate Office, 232 Wurster Hall #1800, Berkeley, CA 94720-1800:

- The attached checklist;
- The Late or Retroactive Petition to Change Class Schedule;
- Your personal statement;
- Documentation of your extenuating circumstances; and
- Faculty verification as required (see checklist).

*Please make copies of your appeal for your records*

**You will be notified of the Dean's decision by email.** Please note that retroactive appeals are generally reviewed during the first half of the semester.

## **FEES**

- Fees for adding and dropping courses are automatically charged and reflected on CARS statements.

## **INTERNATIONAL STUDENTS**

- All nonimmigrant F-1 or J-1 visa holders who plan to submit a petition requesting to drop to fewer than 12 units in a regular semester must meet with an International Student Adviser in the Services for International Students and Scholars office before submitting their petition to the CED Undergraduate Office.

## **LIMITATIONS**

- You may not add courses numbered 197, 198, or 199 if you have not yet completed 60 units.
- If you are on academic probation, you may not enroll in a course on a P/NP basis if that course is also offered on a letter-graded basis.
- No more than 4 units of courses numbered 98, 99, 198, and 199 may be taken in a single term.
- You may receive credit for courses graded P to a maximum of ONE-THIRD of the total units undertaken and passed while registered at the Berkeley Campus. Included in this maximum are any units completed in the Education Abroad Program and the UC Intercampus Visitor or Exchange Program.
- You may not repeat on a P/NP basis a course in which you previously received a letter grade.
- Courses offered exclusively on a letter or non-letter graded basis cannot be changed to a different grading option.

## Checklist for Late or Retroactive Petition to Change Class Schedule

**Please read carefully:** College policy requires students to finalize their course schedules by established deadlines. Since a schedule change after the deadline requires an exception to the rules by the Dean, requests for late or retroactive changes must be thoroughly explained and documented to be considered. Your appeal must include the following: 1) this checklist, 2) a completed Late or Retroactive Petition to Change Class Schedule, 3) a personal statement, 4) documentation of your extenuating circumstances, and 5) faculty verification as needed (see below). **All pages of your appeal must include your full name and SID number.**

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Name

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SID

### 1. PETITION AND REQUIRED SIGNATURES

- I have completed and signed my petition.
- My major adviser has signed the petition.
- If I have ever been an active intercollegiate (NCAA) student athlete, my Faculty Athletic Representative has signed the petition and has stamped it with the OFAR stamp.
- If I am requesting a course add, I have included the course control number and the instructor of record (not the GSI or student coordinator) has signed my petition.

### 2. PERSONAL STATEMENT

- I have included a personal statement that explains the exact nature of my request (e.g., retroactive drop of Sociology 1 from spring 2004) and the reasons I believe my request merits an exception by the Dean. My statement is **no longer than one typed, single-spaced page** and it includes:
  - My full registered name and signature, student identification number (SID), official UC Berkeley email address, and telephone number;
  - A concise, chronological explanation of my extenuating circumstances and an account of how these circumstances affected my academic work in the course in question, including relevant dates and facts; and
  - An explanation of why I was unable to meet the deadline for changing my class schedule.

### 3. DOCUMENTATION

- I have included all supporting documentation of my extenuating circumstances (verification of changes in employment, medical documentation, etc.) Note: all medical documentation must be evaluated by the Tang Center in order to be considered by the Dean; University Health Services may then issue you a “Verification/Evaluation of Medical Care” form to be included with your appeal.

### 4. FACULTY VERIFICATION

*All supporting letters from faculty or department staff must be written on departmental letterhead and sealed in a departmental envelope.*

- As applicable, I have submitted the following with my appeal:
  - *Course drop after the deadline:* A letter from my instructor reporting the grade I was earning prior to the occurrence of my extenuating circumstances. If relevant, I have submitted a letter from my instructor verifying that I did not participate in the course.
  - *Retroactive course add:* A letter from my instructor reporting my final grade.
  - *Retroactive grading option change from p/np to letter:* A letter from my instructor reporting my final grade. If I need to take this course for a letter grade to fulfill a major requirement, I have also included a letter from my major adviser verifying this.
  - *Retroactive unit increase in a variable unit course:* A letter from my instructor verifying the number of units I completed in the course and reporting my final grade.