

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

(Fall and Spring semesters only. For Summer, please use the form provided on the summer sessions website – [https://summer-app.berkeley.edu/forms/student\\_record\\_change/](https://summer-app.berkeley.edu/forms/student_record_change/) and attach this checklist)

Name \_\_\_\_\_ SID \_\_\_\_\_

**Please read carefully:** College policy requires students to finalize their course schedules by established deadlines. A schedule change after the deadline requires an exception to the rules by the Dean; therefore, requests for late changes are considered only in the case of extenuating circumstances. Your appeal must include the following: 1) this checklist, 2) a completed Late or Retroactive Petition to Change Class Schedule (attached,) 3) a personal statement, 4) documentation of the extenuating circumstances that led to your request, and 5) faculty verification as needed (see below). **Please include your full name and SID number on each page. Incomplete petitions will be denied.**

**Extenuating circumstances:** Events or circumstances beyond your control that had a significant impact on you that 1) prevented you from acting by the relevant deadline, or 2) arose unexpectedly after the deadline.

Among other things, extenuating circumstances do **not** include:

- Not needing or wanting a class
- Poor performance or not knowing how you are doing in a class
- Not knowing or forgetting procedures or deadlines

**Please review the items below and check each box that applies to you.**

### 1. Petition and required signatures

- I have completed and signed my petition. **NOTE:** Simultaneous degree students need approval from both colleges.
- If I have ever been a member of the NCAA, I have checked the Yes box on the petition and my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.
- If I am asking to add a course or change the number of variable units, I have included the course control number and obtained the signature of the instructor of record (not the GSI or student coordinator).

### 2. Personal Statement

- I have included a brief personal statement, no longer than one typed page, and the reasons I believe my request merits an exception by the Dean. My statement includes: my full registered name, SID, official UC Berkeley email address, and phone number,
- a clear, chronological explanation of the extenuating circumstances that led to this request and how these circumstances affected my academic work in the course in question (as opposed to my other courses), including relevant and specific dates and facts; and
- an explanation of any delay between the events referred to in my statement and the filing of this petition.

### 3. Documentation

- I have included all supporting documentation of my extenuating circumstances (verification of changes in employment, medical documentation, accident and police reports, proof of travel, ect.) 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. If you have seen a non-UC Berkeley provider for psychological care, please provide a "Summary of Psychological Care" available at the forms and documents page <http://ced.berkeley.edu/advising/form>, under "Course Enrollment/Planning."

### 4. Faculty Verification – All letters must be written on department letterhead stationery, signed by the instructor and submitted in a sealed departmental envelope.

- If I am requesting a late add, I have included a letter of support and explanation from the instructor of record or department administrator.
- If I am requesting a late drop, change of grading option, or change of variable units, I have submitted a letter from the instructor describing my academic performance and attendance before and after the circumstances leading to my request.
- If I am asking to add a course, change the grading option, or increase the number of variable units *after* classes have ended, the instructor's letter should also include my final grade.

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

For Term:  Fall  Spring Year: \_\_\_\_\_

Fall and Spring semesters only. For Summer, please use the form provided on the summer sessions website – [https://summer-app.berkeley.edu/forms/student\\_record\\_change/](https://summer-app.berkeley.edu/forms/student_record_change/). Do not use this petition.

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

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student ID Number

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

\_\_\_\_\_  
Phone Number

Have you ever been an active intercollegiate (NCAA) student-athlete at Cal?  Yes  No

**TO BE ADDED**

AC	CNN	Dept	#	Sec	Units	P/NP	Repeat?	Instructor's Signature	Date
A									
A									
A									

**TO BE DROPPED**

AC	CNN	Dept	#	Sec	Units	P/NP	Repeat?
D							
D							
D							

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

AC	CNN	Dept	#	Sec	Units		P/NP	Repeat?	Instructor's Signature	Date
					Former	New				
U										
U										
U										

**TO CHANGE GRADING OPTION**

AC	CNN	Dept	#	Sec	Units	P/NP	Repeat?	Desired Option
O								<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
O								<input type="checkbox"/> Letter <input type="checkbox"/> P/NP

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

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

_____ Student	_____ Date	_____ International Student Adviser	_____ Date
_____ Major Adviser	_____ Date	_____ Dean or Dean's representative	_____ Date
_____ 2 <sup>nd</sup> Major Adviser *	_____ Date	_____ 2 <sup>nd</sup> Dean or Dean's representative *	_____ Date
_____ Faculty Athletic Representative	_____ Date	*simultaneous degree only	

## **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 Office of Undergraduate Advising, 250 Wurster Hall #1800, College of Environmental Design, 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 own records*

**You will be notified of the Dean's decision via your UC Berkeley email address.** 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 fewer than 12 units in a regular semester must meet with an International Student Adviser in the Services of International Students and Scholars office before submitting their petition to the CED Undergraduate Office

## **STUDENT CONDUCT VIOLATIONS**

- You will not be allowed to drop a course in which you have been found guilty of a student conduct violation. If the dean grants a drop and you are later found guilty of a violation, the course will be reinstated to your record.

## **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 of a P/NP basis if that class 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 a course on a P/NP basis in which you have previously received a letter grade.
- Courses offered exclusively on a letter or non-letter graded bases cannot be changed to a different grading option.