REQUEST FOR EXCEPTIONAL CHANGE OF CLASS SCHEDULE

(Fall and Spring semesters only)

Deadline: Petitions should be submitted as soon as possible following the event(s) leading to this request, but no later than 4:00 pm on the last *weekday* of final exams.

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 Petition for Exceptional Change of 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 1) not needing or wanting a class, 2) not doing well in a class, 3) not knowing you were still enrolled in a class, 4) not knowing the deadline or procedure for changing your schedule, 5) forgetting to make an intended change, 6) not knowing how well you were doing by the deadline, 7) having too heavy a course load, 8) wishing to improve your GPA. *Unexplained or excessive delay between discovering the necessity of filing this petition and submitting it may be grounds for denial.*

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.
- ❑ If I have declared a major, my major adviser has signed the petition.
- ❑ 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 currently participating in the Disabled Students' Program, I have checked the Yes box on the petition.
- ❑ 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, that includes my full registered name, SID, official UC Berkeley email address, and phone number. My statement includes:
  - 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

(may include medical records, pay stubs, accident and police reports, proof of travel, financial records, 3rd party statements confirming family or personal circumstances, an obituary, etc.). All medical documentation should be evaluated by the Tang Center, which will issue you a "Verification/Evaluation of Medical Care" to be included with your request. If you have seen a non-UC Berkeley provider for psychological care, please provide a "Summary of Psychological Care by Non-UC Berkeley Providers," available at http://ls-advise. berkeley.edu/fp/fp.html, under "Miscellaneous."

- ❑ I have included documentation for all circumstances I refer to in my statement. I understand that issues mentioned in my statement but not supported by documentation may not be taken into consideration when reviewing my request.

4. Faculty Verification

– All letters must be written on department letterhead stationery, signed by the instructor and submitted in a sealed envelope with the rest of your petition.

- ❑ If I am requesting a late add, I have included a letter from the instructor *or* department administrator explaining the administrative error or miscommunication that caused me to not be enrolled in the course.
- ❑ If I am requesting a late drop, change of grading option, or change of variable units, I have submitted a letter from the instructor addressing my academic performance and attendance before and after the circumstances leading to my request and any information they can provide regarding those circumstances.

If you are 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 your final grade. If the grade is not available by the deadline for submitting this petition, you will have to obtain an additional letter with the grade if your requested change is approved.

University of California, Berkeley College of Letters & Science

101073

PETITION FOR EXCEPTIONAL CHANGE OF CLASS SCHEDULE

Term: ☐ Fall ☐ Spring Year: 20____

** Students requesting Dean's action 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 _____

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

Are you currently registered with the Disabled Students Program? ☐ Yes ☐ No

TO BE ADDED

CCN	Lab/Disc CCN	Dept	Course #	Sec	Units	P/NP (y/n)	Instructor's Signature	Date

TO BE DROPPED

CCN	Dept	Course #

TO CHANGE UNITS IN A VARIABLE UNIT COURSE

CCN	Dept	Course #	Sec	Units former	Units new	P/NP	Instructor's Signature	Date

TO CHANGE GRADING OPTION

CCN	Dept	Course #	Desired option
			☐ Letter ☐ P/NP
			☐ Letter ☐ P/NP

TOTAL NUMBER OF UNITS ON CLASS LIST AFTER CHANGE: ☐☐.☐

REQUIRED SIGNATURES (see reverse for instructions)

Student _____ Date _____ International Student Adviser _____ Date _____

Major adviser _____ Date _____ Summer sessions official _____ Date _____

Faculty Athletic Representative _____ Date _____ Dean or Dean's representative _____ Date _____

Reviewed by ☐☐☐☐☐☐☐☐☐☐☐☐ Date ☐☐ / ☐☐ / 2 0 ☐☐

In addition to completing the petition checklist, be sure to read the Frequently Asked Questions handout entitled "Changes to the Class Schedule" found on the Letters and Science Undergraduate Advising website at http://ls-advise.berkeley.edu/faq/changesched.html for more information.

SUBMISSION AND NOTIFICATION

To request a late add, drop, grading option change or change in variable units, please submit the following items as a single packet to the College of Letters and Science, Office of Undergraduate Advising, 206 Evans Hall #2924, Berkeley, CA 94720-2924:

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

Incomplete petitions will be denied. *Please make copies of your appeal as the College may shred your petition and documentation after it has been reviewed.*

You will be notified of the Dean's decision by email.

NOTATIONS/FEES

- Drops approved after the deadline will be indicated by a notation on the transcript. 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 13 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 L&S Office of Undergraduate Advising.

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 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.
- A maximum of ONE-THIRD of the total units undertaken and passed while registered at the Berkeley campus may be graded "P". Included in this maximum are any units completed in the Education Abroad Program, UCDC, 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 graded or P/F basis cannot be changed to a different grading option.