

EXCEPTIONAL CHANGE OF CLASS SCHEDULE

(Fall and Spring semesters only)

Deadline: As soon as possible following the event(s) leading to this request, but no later than **4:00 pm on the last day of instruction.**

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 and are considered only in the case of extenuating circumstances.

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. 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 include your full name and SID number on each page. Incomplete petitions will be denied.**

CHECKLIST:**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 and have attained a letter of support from my specialist.
- If I am asking to add a course or change the number of variable units, I have included the course control number and have obtained the signature of the instructor of record (not the GSI or student coordinator) on the petition.

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 they affected my academic work in the course in question, including 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 documentation for all circumstances I refer to in my statement. Issues mentioned in my statement but not supported by documentation will not be taken into consideration when reviewing my request. 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" 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/Summary_Psych_Care.pdf.

4. Faculty Verification

- I have included my faculty instructor's Exceptional Change of Schedule Faculty Verification form given to me in a sealed departmental envelope or the faculty instructor has sent the Faculty Verification form directly to 206 Evans Hall.



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.

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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 new	P/NP	Instructor's Signature	Date

TO CHANGE GRADING OPTION

CCN	Dept	Course #	Desired option
			<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
			<input type="checkbox"/> Letter <input type="checkbox"/> P/NP

TOTAL NUMBER OF UNITS ON CLASS LIST AFTER CHANGE:

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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

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Date

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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

Please submit your packet to the College of Letters and Science, Office of Undergraduate Advising, 206 Evans Hall #2924, Berkeley, CA 94720-2924.

You will be notified of the Dean's decision by email within 2 weeks after submission.

NOTATIONS/FEEES

- 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 requesting to drop to fewer than 13 units in a regular semester must meet with an International Student Adviser in the Berkeley International Office to obtain their signature on this petition before submission of your appeal.

STUDENT CONDUCT VIOLATIONS

- You will not be allowed to drop a course in which you have been found responsible of a student conduct violation. If the dean grants a drop and you are later found responsible, 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.
- No more than 4 units of courses numbered 98, 99, 198, and 199 may be taken in a single term.

EXCEPTIONAL CHANGE OF CLASS SCHEDULE

Faculty Verification Form

This student has petitioned the College for a late change to his/her course schedule, citing exceptional circumstances beyond his/her control. Your verification of this student's attendance and academic performance before and after the circumstances leading to the student's request will assist the college in determining whether the student's petition has sufficient grounds for approval. Please note any administrative errors or miscommunication if appropriate. Thank you for your assistance.

STUDENT INFORMATION

STUDENT ID NUMBER

STUDENT NAME

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REASON FOR EXCEPTIONAL CHANGE OF SCHEDULE

COURSE	CCN/SECTION	SEMESTER/YEAR
SELECT ONE		
<input type="checkbox"/> LATE ADD <input type="checkbox"/> LATE DROP <input type="checkbox"/> CHANGE OF GRADING OPTION <input type="checkbox"/> CHANGE OF VARIABLE UNITS		
ATTENDANCE BEFORE/AFTER CIRCUMSTANCES		
ACADEMIC PERFORMANCE BEFORE/AFTER CIRCUMSTANCES		
STUDENT HAS THE FOLLOWING GRADE TO DATE: _____		
ADDITIONAL COMMENTS		

FACULTY/ADMINISTRATOR INFORMATION

NAME	SIGNATURE	DATE
EMAIL	PHONE NUMBER	

This form may given to the student in a signed & sealed department envelope
or sent through campus mail to L&S Undergraduate Advising, 206 Evans Hall #2924

For Office Use Only

Reviewed by

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Date

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