

# LATE CHANGE OF CLASS SCHEDULE

Fall and Spring semesters only

**Deadline: No later than 4:00pm on the last day of classes (Friday before RRR week) to 206 Evans Hall.**

Effective Fall 2017, L&S students will be allowed up to two late action requests for add, drop, variable unit change, or grade option change in the same semester during their Berkeley career.

Example: Students can request one or two late action changes at different times, but must be in the same semester. The College of L&S will not consider additional requests in subsequent semesters.

Please consider your request carefully and meet with a College Adviser if you have any questions. Students are responsible for, among others, any impact on financial aid, progress toward degree, or academic standing, as these things are not checked during petition processing.

## **READ CAREFULLY. INCOMPLETE INFORMATION MAY RESULT IN PETITION NOT BEING PROCESSED.**

- Fees for adding and dropping courses are automatically charged and reflected on CalCentral.
- If I receive financial aid, a late action may impact it or timely progress towards the degree. I have discussed any effect with the Financial Aid Office.
- If I have declared a major, my major adviser has signed the petition.
- If I have two declared majors, both major advisers have signed the petition.
- If I am a simultaneous degree student, the other college has also approved this request by signing the petition.
- If I am asking to add a course or change the number of variable units, I have included the course number and have obtained the signature of the instructor of record (not the GSI or student coordinator).
- If the course is for Reading and Composition I may not request the course be taken on a P/NP basis.
- If I am on academic probation, I may not request the course be taken on a P/NP basis.
- If I take all courses on a P/NP basis in a semester, I understand I will be placed on academic probation.
- If my reason for a late schedule change is due to a DSP accommodation, I have attached a letter from my DSP specialist to this petition.

**STUDENT CONDUCT VIOLATIONS:** If I have been found responsible of a student conduct violation in a course, I will not be allowed to change the grading option or drop that course. If a late drop or grading option change was processed and I am later found responsible, the course or original grading option will be reinstated to my record.

**STUDENT ATHLETES:** If I have ever been a member of the NCAA, my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.

**INTERNATIONAL STUDENTS:** If I hold nonimmigrant F-1 or J-1 visa status and I am requesting to drop to fewer than 12 units, I must meet with an International Student Adviser in the Berkeley International Office (BIO) to obtain their signature on this petition before submission. Drops above 12 units and adds do not require a BIO signature.

## **SUBMISSION AND NOTIFICATION**

Submit your request to College of Letters and Science Office of Undergraduate Advising in 206 Evans Hall. Allow three weeks for processing and check CalCentral for enrollment updates. *Any incomplete, missing or incorrect information will cause a delay in processing.*

***Students are responsible for keeping a copy of all forms for their records.***

# PETITION FOR LATE CHANGE OF CLASS SCHEDULE

Term: ☐ Fall ☐ Spring Year: 20\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

☐ If reason for a late schedule change is due to a DSP accomodation, check box and attach letter from a DSP specialist.

## TO BE ADDED

Class # (CCN)	Disc. section# (CCN)	Lab section # (CCN)	Dept. Name & Course #	Units	P/NP (Y/N)	Instructor's Signature	Date
Example:12345	67890	98765	Econ 1	1	N	Oski Bear	3/1/2019

## TO BE DROPPED

Class # (CCN)	Disc. section# (CCN)	Lab section # (CCN)	Dept.Name & Course #
Example:12345	67890	98765	Econ 1

## TO CHANGE GRADING OPTION

Class # (CCN)	Dept. Name & Course #	Desired Option
Example:12345	Econ 1	<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
		<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
		<input type="checkbox"/> Letter <input type="checkbox"/> P/NP

## TO CHANGE UNITS IN A VARIABLE UNIT COURSE

Class # (CCN)	DISC and/ or LAB SECTION #	Dept. Name & Course #	Desired Units	P/NP (Y/N)	Instructor's Signature	Date
Example: 54321	87654	Soc 197	2	Y	Oski Bear	3/1/2019

## REQUIRED SIGNATURES

By signing below, I agree that I am submitting a petition with only two late action requests. I understand that if more than two actions are on the petition, if two requests were already granted this semester, or if I had a late action approved beginning fall 2017, then my request will be automatically denied. I also understand that once the petition is submitted, the request will not be rescinded for any reason.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Major Adviser (if declared ) Date

\_\_\_\_\_  
2nd Major Adviser (if declared double major) Date

\_\_\_\_\_  
Faculty Athlete Representative Date

\_\_\_\_\_  
International Student Adviser (if below 12 units) Date

\_\_\_\_\_  
Non-L&S Simultaneous Degree Adviser Date

\_\_\_\_\_  
L&S Dean or Dean's representative Date

\*\*\*\*\*L&S OFFICE USE ONLY\*\*\*\*\*