

**ADDS, DROPS AND CHANGES OF GRADING OPTION AFTER THE DEADLINE**

College policy requires students to finalize their class schedule by the established deadlines. Adds, drops or changes in grading option after the deadline are not permitted except in the case of extenuating, unexpected circumstances. Examples of circumstances that would warrant consideration are:

- A. A situation significantly above and beyond what a student would normally struggle with (i.e., serious illness, accident, legal problems, mental health issues, etc.) The problem must be one that makes it unreasonable for a student to continue the original program of study. Documentation required.
- B. Serious illness or death of a parent, sibling, spouse, guardian or dependent. Documentation required.
- C. Increase in working hours after the deadline that was necessary to deal with financial issues. Documentation required.
- D. A decision to leave the College of Engineering. Student would be required to sign an agreement acknowledging they must leave the College of Engineering.

Situations that resemble the above will be carefully considered. See your Engineering Student Services Adviser to begin the process of petitioning for a change of class schedule after the deadline. Note: Not doing well in a course, not knowing the deadline, concern that a grade will hurt your GPA, not needing or wanting to complete a course, not knowing how you were doing in a class by the P/NP deadline or taking too heavy a course load are NOT extenuating circumstances, and would NOT be reasons that justify a change after the deadline.

**INSTRUCTIONS:**

1. Meet with your ESS Adviser to discuss your situation. Visit <http://engineering.berkeley.edu/advising> to make an appointment.
2. Fill out this 2 page petition with your indentifying information. Please print neatly.
3. Attach a personal statement that explains the exact nature of your request and the reasons your request merits an exception to College policy. The statement should be no longer than one typed page. You must include a concise, chronological explanation of the extenuating circumstances, an account of how these circumstances affected your academic work in the course (as opposed to other courses). Include relevant dates and facts, and an explanation of why you were unable to meet the deadline for changing your class schedule.
4. Attach documentation. Required documentation will depend on your situation. Your ESS adviser will explain the documentation that would best support your case. It may include verification/evaluation of medical care from Tang Center, accident/police reports, obituary, proof of travel, pay stubs, 3<sup>rd</sup> party statements confirming family or personal circumstances, verification of non-attendance in the course, etc.
5. If you are asking to add a course, you must obtain the instructor's signature on the attached petition. If you are asking to add a course, change the grading option (from P/NP to letter), or increase the number of units in a variable unit course after classes have ended, you need to attach a letter (on letterhead and in a sealed department envelope) from the instructor stating what your grade was in the class.
6. Submit required materials (during an appointment) to your Engineering Student Services (ESS) adviser in 230 Bechtel for review and decision by the Dean's committee. Your ESS adviser will contact you via email once a decision has been reached (usually three to five business days).

**All required documentation and petitions listed above must be attached to this request.**

**CHANGE YOU ARE REQUESTING** \_\_\_\_\_

\_\_\_\_\_  
Student Name (please print)

Email \_\_\_\_\_

\_\_\_\_\_  
SID #

Approved       Not Approved

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Dean's Representative

\_\_\_\_\_  
Date

# PETITION TO CHANGE CLASS SCHEDULE

for the \_\_\_\_ Fall \_\_\_\_ Spring Semester 20\_\_\_\_

Name \_\_\_\_\_  
 last first middle SID No.

Email Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ College: Engineering Major: \_\_\_\_\_

**TO BE ADDED:**

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?	Instructor's Signature	Date
<b>A</b>									
<b>A</b>									
<b>A</b>									

**TO BE DROPPED:**

**NOTE: Dropped courses that involved Academic Dishonesty will be reinstated.**

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?
<b>D</b>							
<b>D</b>							
<b>D</b>							

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

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Former Units	New Units	Repeat?	Instructor's Signature	Date
<b>U</b>									
<b>U</b>									

**TO CHANGE GRADING OPTION (check desired option):**

Action Code	Course Control No.	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Letter Grade
<b>O</b>							
<b>O</b>							

TOTAL NUMBER OF WORKLOAD UNITS ON STUDY LIST: Before change \_\_\_\_\_ After change \_\_\_\_\_

ARE YOU AN ACTIVE INTERCOLLEGIATE (NCAA) STUDENT-ATHLETE FOR THIS SEMESTER? Yes\_\_ No\_\_

*Instructions on back of form.*

Student signature	Date	Dean or Dean's Representative	Date
International Student Adviser	Date	Processed by _____	
Faculty Athletic Representative	Date	Date _____	
Veterans' Services	Date	Comments _____	

# PETITION TO CHANGE CLASS SCHEDULE

During the first five weeks of the semester, students in the College of Engineering make all changes to their schedule (add, drop, change grading option) using Tele-BEARS. This form is used beginning week 6.

## COMPLETING THIS PETITION

Print your name, student ID number and other information requested. If you do not wish to receive a letter grade for an added course, check the P/NP box to take the course on a Passed/Not Passed basis. If you are requesting to add a course, or change units in a variable unit course, you will need the instructor's signature. To add DeCal classes, you need the signature of the faculty person of record--not the student instructor.

## SUBMITTING THIS PETITION

If you are requesting a change of grading option for a non-technical course during weeks 6-10, you do not need to meet with your ESS adviser. Submit this petition to the front desk staff in 230 Bechtel. If you are requesting any other change, you must meet with your ESS adviser. If you are requesting a change after the posted deadline, you will also need to submit the "Add, Drop, Change Grading Option after the Deadline" Petition.

## DEADLINE

The deadline to add or drop a course is the fifth week of instruction. Note: a small number of courses designated as Early Drop Deadline classes must be dropped by the end of the second week. The deadline to change grading option is the tenth week of instruction.

## CHANGES AFTER THE DEADLINE

A request to change your class schedule after the deadline is subject to the approval of the Deans Committee, and must be accompanied by the Add, Drop, Change Grading Option after Deadline petition and relevant supplemental materials. Schedule an appointment to see your ESS adviser to discuss your situation.

## FEES

There is a fee of \$5 for each course added after the third week of instruction. There is a fee of \$10 for each course dropped after the second week of instruction. Fees are billed to CARS automatically once the add or drop is processed.

## REQUIRED SIGNATURES

- **Instructor:** All students adding a course or changing variable units after the deadline need this signature. To add DeCal classes, you need the signature of the faculty person of record--not the student instructor. Students do not need an instructor's signature for dropping courses.
- **International Student Adviser (International House):** All international students must obtain the signature of an International Student Adviser if they will be taking below 12 units.
- **Faculty Athletic Representative:** All students actively participating in Intercollegiate (NCAA) Athletics must obtain this signature.
- **Veteran's Services:** All students receiving educational benefits from the Veterans Administration and/or the California Department of Veterans Affairs must obtain this signature if they will be taking below the minimum units required by their College.
- **Dean or Dean's Representative:** Once all needed signatures listed above are obtained, you submit this form to 230 Bechtel Hall where it will be reviewed and if appropriate signed by the Dean's representative.