One-Time Petition for Late Schedule Change

College policy requires students to finalize their class schedules by the established deadlines. If you need to add or drop a class, change grading option, or change unit value in a variable unit course after the deadline, you will need to submit this petition to your ESS Adviser in 230 Bechtel. **Please be aware that students are restricted to one (1) late change to schedule during their undergraduate academic career.** The deadline for this petition is 4:45pm on the last day of instruction (last day of RRR week).

**INSTRUCTIONS:**
1. Meet with your ESS Adviser to discuss your situation. Visit [http://engineering.berkeley.edu/ess](http://engineering.berkeley.edu/ess) to make an appointment.
2. Complete and submit this petition with your identifying information. Please print neatly.
3. If you are asking to add a course, or increase the number of units in a variable unit course, you must obtain the instructor's signature on the attached form.
4. Submit required materials (during an appointment) to your ESS Adviser in 230 Bechtel for review. Your ESS Adviser will contact you via email once a decision has been reached (usually three to five business days).

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**Student Name (please print)**

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**Email**

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Are you a simultaneous degree student? □ Yes □ No

Simultaneous degree students must obtain the signature of their other College Dean or Dean's representative below.

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**IMPORTANT NOTICE TO STUDENTS: By signing below, I certify that the information contained on this petition is true and accurate.**

☐ I understand that unless I am graduating at the end of this term or have been approved for a reduced course load, I am still required to be enrolled in at least 12 units.

☐ I understand that unless I have completed all of my major/degree requirements, I am still required to be enrolled in at least 2 technical courses towards my major.

☐ I understand that I am still required to take all courses that can fulfill requirements for my major on a letter graded basis.

☐ I understand that misrepresentation of facts or circumstances and/or completing any part of the Instructor Section is considered a violation of the Student Conduct Code and may result in sanctions, including, but not limited to, suspension or dismissal from the University. Courses for which academic dishonesty has been verified by established campus procedures may not be dropped from the record, and the grading option may not be changed. Grades for such courses will be reinstated to the record when dishonesty is verified.

☐ I understand that I am restricted to one late schedule change during my undergraduate academic career.

**Reason for request:**

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Student Signature ____________________________ Date ____________

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Approved ☐ Denied ☐

**Dean or Dean’s Representative**

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Date ____________

**Other College Dean or Dean’s Representative** (for simultaneous degree students only)

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Date ____________