

Petition for Late Schedule Change with Extenuating Circumstance

College policy requires students to finalize their class schedules by the established deadlines. Examples of extenuating circumstances that would warrant consideration of requests for late changes to schedules include:

- A. A situation significantly above and beyond circumstances with which a student would normally struggle (e.g., serious illness, accident, legal problems, mental health issues). The circumstance 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 schedule change deadline that was necessary to address financial issues. Documentation required.
- D. A decision to leave the College of Engineering. Student will be required to sign an agreement acknowledging that he or she must leave the College of Engineering and will be ineligible to return.

INSTRUCTIONS:

1. Meet with your ESS Adviser to discuss your situation. Visit <http://engineering.berkeley.edu/ess> to make an appointment.
2. Fill out this two page petition with your identifying 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 the Tang Center, accident/police reports, an obituary, proof of travel, pay stubs, third 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 ESS Adviser in 230 Bechtel by Wednesday of RRR week at 4:45pm 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).

Your personal statement and all required documentation listed above must be attached to this request and must be submitted by 4:45pm on Wednesday of RRR week.

CHANGE YOU ARE REQUESTING: _____

Student Name (please print)

SID #

Email

Student Signature

Date

Approved

Denied

Dean or Dean's Representative

Date

Notes:

PETITION TO CHANGE CLASS SCHEDULE

for the ___ Fall ___ Spring Semester 20___

Name: _____ SID: _____
 last first middle

Email Address: _____

Telephone: _____ College: Engineering Major: _____

TO BE ADDED:

Class Number	Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?	Instructor's Signature	Date

TO BE DROPPED (Note: Dropped courses for which academic dishonesty is verified will be reinstated.)

Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Repeat?

TO CHANGE UNITS IN VARIABLE UNIT COURSE:

Department (eg. Math)	Course No.	Sec. No.	Old Units	New Units	Repeat?	Instructor's Signature	Date

TO CHANGE GRADING OPTION (check desired option):

Department (eg. Math)	Course No.	Sec. No.	Units	P/NP S/U	Letter Grade

TOTAL NUMBER OF SEMESTER UNITS: Before change: _____ After change: _____

ARE YOU AN ACTIVE INTERCOLLEGIATE (NCAA) STUDENT-ATHLETE FOR THIS SEMESTER? Yes__ No__

Instructions for signatures on reverse.

Student signature

Date

Dean or Dean's Representative Date

International Student Adviser

Date

Processed by: _____

Faculty Athletic Representative

Date

Date: _____

Veterans' Services

Date

Comments: _____

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 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 (Berkeley International Office): 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.

Veterans' 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 12 units.

Dean or Dean's Representative: Once all needed signatures listed above are obtained, you submit this form to 230 Bechtel (Engineering Student Services) where it will be reviewed, and if appropriate, signed by the Dean's representative.