

One-Time Petition for Late Schedule Change (Green Petition)

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 schedule change during their undergraduate academic career.**

The deadline for this petition is 4:45pm on Wednesday of RRR week. No late petitions will be accepted.

INSTRUCTIONS:

1. Meet with your ESS Adviser to discuss your situation. Visit <http://engineering.berkeley.edu/ess> to make an appointment.
2. If you are requesting 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.
3. Complete this petition and submit it to your ESS Adviser in 230 Bechtel by the deadline stated above. Your ESS Adviser will follow up via email once eligibility has been confirmed and the petition has been processed.

Student Name (please print)

Email

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.

SID#

IMPORTANT NOTICE TO STUDENTS:

By checking the boxes and 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 technical 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 (with the exception of the ethics course required by some majors).
- 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.
- I understand that 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 using the Green Petition during my undergraduate academic career.
- I understand that this petition is irreversible. Once I submit this petition to Engineering Student Services, I cannot change my mind.

Reason for request:

Student Signature

Date

Approved

Denied

Dean or Dean's Representative

Date

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

Date

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:

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

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

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

TO CHANGE UNITS IN VARIABLE UNIT COURSE:

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

TO CHANGE GRADING OPTION (check desired option):

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

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 fewer than 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.