

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

College policy requires students to finalize their class schedules by the established deadlines (see deadlines in sidebar of <http://engineering.berkeley.edu/ess>). If you need to make a late change 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 (add or drop a class, change grading option, or change unit value in a variable unit course) via this petition.**

The deadline for this petition is 4:45pm on the Friday before 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 reverse side of this form.
3. Complete this petition and submit it to your ESS Adviser in 230 Bechtel by 4:45pm on the Friday before RRR week. Your ESS Adviser will follow up via email once eligibility has been confirmed and the petition has been processed.

Student Name (Please Print) _____

Email _____

SID# _____

Are you a simultaneous degree student? Yes No

Are you an active NCAA athlete for this semester? Yes No

Are you an international student? Yes No

Simultaneous degree students or NCAA athletes must obtain additional approvals (signatures) before this petition can be processed.

IMPORTANT NOTICE TO STUDENTS

To be eligible to request this one-time enrollment change, any change must result in a schedule that follows standard enrollment policies in the College of Engineering. For details, please see <https://engineering.berkeley.edu/academics/undergraduate-guide/policies-procedures/scholarship-progress#ac12282>. You must meet the following criteria:

- You must **remain in at least 12 units**, unless you are graduating this semester or have been approved for a reduced course load. *(Please note that international students and NCAA athletes need to obtain approval from BIO or their Athletic Adviser before any reduced course load can be processed).*
- You must **remain in at least 2 letter graded technical courses and you must be making satisfactory progress toward your declared major (as determined by your ESS Adviser)**, unless you have completed all of your technical major/degree requirements.
- All remaining technical courses that can fulfill requirements for your major must be taken on letter graded basis.** Additionally, you cannot request to change a course to P/NP if it currently satisfies a technical requirement for your major.

By signing below, you agree that you meet all of the listed criteria. You also understand that:

- Any 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.
- You are restricted to one late schedule change using the Green Petition during your undergraduate academic career.
- This petition is irreversible. Once you submit this petition to Engineering Student Services, you cannot change your mind.

Reason for request: _____

Student Signature: _____ Date: _____

Approved Denied Dean or Dean's Representative: _____ Date: _____

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

PETITION TO CHANGE CLASS SCHEDULE FOR GREEN PETITION

For the Fall Spring Semester 20__

Name: _____ SID: _____
last first middle
 Email: _____ Phone: _____
 Major(s): _____

Choose your action: Add* Drop Change grading option Change unit value of variable unit course*

Class Number	Department (e.g., Math)	Course Number	Section Number	Units	P/NP or Letter?	Instructor's Signature* (only required for Add or Unit Value Change)	Date*

Number of units before change: _____ after change: _____

_____ Date _____
 Student signature
 _____ Date _____
 International Student Adviser
 _____ Date _____
 Faculty Athletic Representative
 _____ Date _____
 Veterans' Services

Processed by : _____ 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.