EXCEPTIONAL CHANGE OF CLASS SCHEDULE  
(Fall and Spring semesters only)

**Deadline:** As soon as possible following the events leading to this request, but no later than 4:00 pm on the Friday of RRR week to 206 Evans Hall.

Please include your full name and SID number on each page. Incomplete petitions will be denied.

Name: _______________________________ SID: ______________________

Please read carefully: College policy requires students to finalize their course schedules by established deadlines. A schedule change after the deadline requires the Dean grant an exception and is only considered in the case of extenuating circumstances.

**Extenuating circumstances:** Events or circumstances beyond your control that had a significant impact on you, and that prevented you from acting by the relevant deadline or arose unexpectedly after the deadline.

Extenuating circumstances do **not** include: 1) not needing or wanting a class, 2) not doing well in a class, 3) not knowing you were enrolled in a class, 4) not knowing the deadline or procedure for changing your schedule, 5) forgetting to make an intended change, 6) not knowing your grade by the deadline, 7) having too heavy a course load, or 8) wishing to improve your GPA.

**CHECKLIST:**

1. **Petition and required signatures**
   - [ ] I have completed and signed my petition.
   - [ ] If I have declared a major, my major adviser has signed the petition.
   - [ ] If I have **ever** been a member of the NCAA, I have checked the Yes box on the petition and my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.
   - [ ] If I am currently participating in the Disabled Students’ Program, I have checked the Yes box on the petition and have included a letter of support from my specialist.
   - [ ] If I am asking to add a course or change the number of variable units, I have included the course control number and have obtained the signature of the instructor of record (not the GSI or student coordinator).

2. **Personal Statement**
   - [ ] I have included a brief personal statement, no longer than one typed page, that includes:
     - A clear, chronological explanation of the extenuating circumstances that led to this request, how these circumstances affected my work in the course, and any relevant dates and facts.
     - An explanation of any delay between the events referred to in my statement and the filing of this petition. Unexplained or excessive delay between exceptional circumstances and submission may be grounds for denial.
3. Documentation
☐ I have included documentation for all and any circumstances I refer to in my statement. Please note, after a decision has been rendered all medical documentation will be shredded.

Documentation may include: Medical records, accident and police reports, proof of travel, financial records, 3rd party statements confirming personal circumstances, an obituary, etc. All medical documentation should be evaluated by the Tang Center, which will issue you a “Verification/Evaluation of Medical Care” with your request. If you have seen a non-UC Berkeley provider for psychological care, please provide a “Summary of Psychological Care by Non-UC Berkeley Providers,” available at http://ls-advice.berkeley.edu/fp/Summary_Psych_Care.pdf.

4. Faculty Verification
☐ I have included the “Faculty Verification form” in a signed and sealed departmental envelope, as given to me by the Professor of the course.

SUBMISSION AND NOTIFICATION
Please submit your packet to the
College of Letters and Science,
Office of Undergraduate Advising,
206 Evans Hall #2924,
Berkeley, CA 94720-2924.
You will be notified of the Dean's decision by email within 2 weeks after submission.

NOTATIONS/FEES
Drops approved after the deadline will be indicated by a notation on the transcript. Fees for adding and dropping courses are automatically charged and reflected on CARS statements.

INTERNATIONAL STUDENTS
All nonimmigrant F-1 or J-1 visa holders requesting to drop to fewer than 13 must meet with an International Student Adviser in the Berkeley International Office to obtain their signature on this petition before submission of their appeal.

STUDENT CONDUCT VIOLATIONS
You will not be allowed to drop a course in which you have been found responsible of a student conduct violation. If the dean grants a drop and you are later found responsible, the course will be reinstated to your record.

LIMITATIONS
- No more than 4 units of courses numbered 97, 98, 99, 198, and 199 may be taken in a single term.
# PETITION FOR EXCEPTIONAL CHANGE OF CLASS SCHEDULE

**Term:** □ Fall  □ Spring  Year: 20  
*Students requesting Dean's action for an in-progress summer term should go directly to the Summer Session Office in 22 Wheeler Hall. Do not use this petition.*

**SEE REVERSE FOR INSTRUCTIONS. USE ONE FORM PER SEMESTER.**

**Student name (please print)**  
**Student ID number**

**Email address (required for response)**  
**Phone number**

**Have you ever been an active intercollegiate (NCAA) student-athlete at Cal?** □ Yes  □ No

**Are you currently registered with the Disabled Students Program?** □ Yes  □ No

### TO BE ADDED

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<tr>
<th>CCN</th>
<th>Lab/Disc CCN</th>
<th>Dept</th>
<th>Course #</th>
<th>Sec</th>
<th>Units</th>
<th>P/NP (y/n)</th>
<th>Instructor's Signature</th>
<th>Date</th>
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### TO BE DROPPED

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<th>Course #</th>
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### TO CHANGE UNITS IN A VARIABLE UNIT COURSE

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<th>CCN</th>
<th>Dept</th>
<th>Course #</th>
<th>Sec</th>
<th>Units</th>
<th>P/NP</th>
<th>Instructor's Signature</th>
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### TO CHANGE GRADING OPTION

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<th>CCN</th>
<th>Dept</th>
<th>Course #</th>
<th>Desired option</th>
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<td>□ Letter  □ P/NP</td>
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**TOTAL NUMBER OF UNITS ON CLASS LIST AFTER CHANGE:**

**REQUIRED SIGNATURES** (see reverse for instructions)

**Student**  
**Date**  
**International Student Adviser**  
**Date**

**Major adviser**  
**Date**  
**Summer sessions official**  
**Date**

**Faculty Athletic Representative**  
**Date**  
**Dean or Dean's representative**  
**Date**

**Reviewed by**  
**Date**  

101073
EXCEPTIONAL CHANGE OF CLASS SCHEDULE
Faculty Verification Form

This student has petitioned the College for a late change to his/her course schedule, citing exceptional circumstances beyond his/her control. Your verification of this student’s attendance and academic performance before and after the circumstances leading to the student’s request will assist the college in determining whether the student’s petition has sufficient grounds for approval. Please note any administrative errors or miscommunication if appropriate. Thank you for your assistance.

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th>STUDENT ID NUMBER</th>
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<tr>
<td>STUDENT NAME</td>
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<tr>
<th>REASON FOR EXCEPTIONAL CHANGE OF SCHEDULE</th>
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<tr>
<td>COURSE</td>
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Select one:

- ☐ LATE ADD
- ☐ LATE DROP
- ☐ CHANGE OF GRADING OPTION
- ☐ CHANGE OF VARIABLE UNITS

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<tr>
<th>ATTENDANCE BEFORE/AFTER CIRCUMSTANCES</th>
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<th>ACADEMIC PERFORMANCE BEFORE/AFTER CIRCUMSTANCES</th>
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STUDENT HAS THE FOLLOWING GRADE TO DATE: __________

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<th>ADDITIONAL COMMENTS</th>
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FACULTY/ADMINISTRATOR INFORMATION

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<th>SIGNATURE</th>
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<th>EMAIL</th>
<th>PHONE NUMBER</th>
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This form should be given to the student in a signed & sealed department envelope.

For Office Use Only

Reviewed by

Date

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