

LATE CHANGE OF CLASS SCHEDULE

Fall and Spring semesters only

Deadline: No later than 11:59pm on the last day of classes (Friday before RRR week) to ls petitions@berkeley.edu.

Effective Fall 2021, College of Letters and Science students will be allowed a total of two late changes to their schedule.* Late changes include:

- Late drop of Early Drop Deadline (EDD) courses after the second week deadline
- Late add or drop of courses after the fourth week deadline; and
- Late change of grading option after the tenth week deadline.

Students may use both late changes in one semester or use one late change in two different semesters. Additional requests will not be considered.

*Beginning Fall 2021, every student's number of late changes will reset. This means every student will be permitted two late changes from Fall 2021 onward, regardless of the number of late changes taken before Fall 2021.

Please consider your request carefully and meet with a College Adviser if you have any questions. Students are responsible for, among others, any impact on financial aid, progress toward degree, or academic standing, as these things are not checked during petition processing.

READ CAREFULLY. INCOMPLETE INFORMATION MAY RESULT IN PETITION NOT BEING PROCESSED.

- Fees for adding and dropping courses are automatically charged and reflected on CalCentral.
- If I receive financial aid, a late action may impact it or timely progress towards the degree. I have discussed any effect with the Financial Aid Office.
- If I am a simultaneous degree student, the other college has also approved this request by signing the petition.
- If I am asking to add a course or change the number of variable units, I have included the course number and have obtained the signature of the instructor of record (not the GSI or student coordinator).
- If the course is for Reading and Composition, I may not request the course be taken on a P/NP basis.
- If I am on academic probation, I may not request the course be taken on a P/NP basis.
- If I take all courses on a P/NP basis in a semester, I understand I will be placed on academic probation.
- If my reason for a late schedule change is due to a DSP accommodation, I have attached a letter from my DSP specialist to this petition.

STUDENT CONDUCT VIOLATIONS: If I have been found responsible for a student conduct violation in a course, I will not be allowed to change the grading option or drop that course. If a late drop or grading option change was processed and I am later found responsible, the course or original grading option will be reinstated to my record.

STUDENT ATHLETES: If I am an active member on an intercollegiate athletic team and/or I am currently receiving athletic based financial aid, and I am requesting a late add or drop, my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.

INTERNATIONAL STUDENTS: If I hold nonimmigrant F-1 or J-1 visa status and I am requesting to drop to fewer than 12 units, I must meet with an International Student Adviser in the Berkeley International Office (BIO) to obtain their signature on this petition before submission. Additional authorization is needed from the Berkeley International Office before any drop below 12 units. Drops to 12 or more units and adds do not require a BIO signature.

SUBMISSION AND NOTIFICATION

Submit your request to the College of Letters and Science Office of Undergraduate Advising at ls petitions@berkeley.edu. Allow three weeks for processing and check CalCentral for enrollment updates.

Any incomplete, missing or incorrect information will cause a delay in processing.

Students are responsible for keeping a copy of all forms for their records.

PETITION FOR LATE CHANGE OF CLASS SCHEDULE

Term: Fall Spring Year: 20_____

Last Name: _____ First Name: _____ Student ID: _____

If reason for a late schedule change is due to a DSP accommodation, check box and attach letter from a DSP specialist.

TO BE ADDED

Class # (CCN)	Disc. section# (CCN)	Lab section # (CCN)	Dept. Name & Course #	Units	P/NP (Y/N)	Instructor's Signature	Date
<i>Example: 12345</i>	<i>67890</i>	<i>98765</i>	<i>Econ 1</i>	<i>1</i>	<i>N</i>	<i>Oski Bear</i>	<i>3/1/2019</i>

TO BE DROPPED

Class # (CCN)	Disc. section# (CCN)	Lab section # (CCN)	Dept. Name & Course #
<i>Example: 12345</i>	<i>67890</i>	<i>98765</i>	<i>Econ 1</i>

TO CHANGE GRADING OPTION

Class # (CCN)	Dept. Name & Course #	Desired Option
<i>Example: 12345</i>	<i>Econ 1</i>	<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
		<input type="checkbox"/> Letter <input type="checkbox"/> P/NP
		<input type="checkbox"/> Letter <input type="checkbox"/> P/NP

TO CHANGE UNITS IN A VARIABLE UNIT COURSE

Class # (CCN)	DISC and/ or LAB SECTION #	Dept. Name & Course #	Desired Units	P/NP (Y/N)	Instructor's Signature	Date
<i>Example: 54321</i>	<i>87654</i>	<i>Soc 197</i>	<i>2</i>	<i>Y</i>	<i>Oski Bear</i>	<i>3/1/2019</i>

REQUIRED SIGNATURES

By signing below, I agree that I am submitting a petition with only two late action requests. I understand that if more than two actions are on the petition, if two requests were already granted this semester, or if I had a late action approved beginning fall 2017, then my request will be automatically denied. I also understand that once the petition is submitted, the request will not be rescinded for any reason.

Student Signature Date

Non-L&S Simultaneous Degree Adviser Date

Faculty Athletic Representative Date

International Student Adviser (if below 12 units) Date

L&S Dean or Dean's representative Date
*****L&S OFFICE USE ONLY*****