

## Petition for Late Schedule Change with Extenuating Circumstances

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 which exceeds a student's normal capacity to deal with or resolve (e.g., serious illness, accident, legal problems, mental health issues). The circumstance must make it unreasonable for a student to continue their 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 Chemistry. Student will be required to sign an agreement acknowledging that they must leave the College of Chemistry and will be ineligible to return.

### INSTRUCTIONS:

- 1) Meet with your CoCUSS Adviser to discuss your situation. Visit <https://chemistry.berkeley.edu/ugrad/current-students/advisers> to make an appointment.
- 2) Complete this petition with your identifying information. Please print neatly.
- 3) Attach a personal statement that explains the exact nature of your request and the reasons why 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, and 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 CoCUSS 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 Petition to Change Class Schedule, available from your Adviser. If you are asking to drop 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 CoCUSS Adviser in 121 Gilman by Wednesday of RRR week at 4:45pm for review and decision by the Undergraduate Dean. Your 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 (print) _____	Approved <input type="checkbox"/>
Student Signature _____ Date _____	Denied <input type="checkbox"/>
SID _____ Email _____	
Notes:	Dean or Dean's Representative Date _____