

## Petition for One-Time Late Schedule Change

College policy requires students to finalize their class schedules by the established deadlines. If you need to add or drop a class, change a grading option,\* or change the unit value in a variable unit course after the deadline, you will need to submit this petition to coc\_petitions@berkeley.edu by the last day of instruction. **Students are restricted to one (1) late schedule change during their undergraduate academic career.**

\*Required technical courses must be taken for a letter grade. Permission to change the grade option to P/NP in required technical courses will not be granted except in very rare circumstances to be approved by the Undergrad Dean.

**The DEADLINE for this petition is 5:00 pm on Friday, the last day of classes. No late petitions will be accepted.**

### 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) 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 Petition to Change Class Schedule form (available from your adviser).
- 3) Complete this petition and submit it to coc\_petitions@berkeley.edu by the deadline stated above. We will follow up via email once eligibility has been confirmed and the petition has been reviewed.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
SID#

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.

**Request** (e.g. "Late drop CBE 140") \_\_\_\_\_

### 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 13 units.
- I understand that I am still required to take all courses that fulfill technical requirements for my major for a letter grade.
- I understand that misrepresentation of facts or circumstances and/or completing any part of the Instructor Section on the Petition to Change Class Schedule 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 this petition during my undergraduate academic career.

Reason for request: \_\_\_\_\_

Student's Name (print) \_\_\_\_\_ Students' signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean or Dean's Representative Date \_\_\_\_\_

\_\_\_\_\_  
Other College Dean or Dean's Representative Date \_\_\_\_\_ Approved  Denied