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 your CoCUSS Adviser in 121 Gilman. **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 4:45pm on Wednesday of RRR week. 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 your CoCUSS Adviser by the deadline stated above. Your Adviser will follow up via email once eligibility has been confirmed and the petition has been reviewed.

**Student Name (please print)**

________________________________________________________________________________________

**Email**

________________________________________________________________________________________

**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.

**Reason for request: ____________________________________________________________**

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

**Student’s Name (print) ____________________________ Students’ signature _____________________________ Date ______

_______________________________________________ Date ___________ Approved □ Denied □

**Dean or Dean’s Representative**

_______________________________________________ Date ___________

**Other College Dean or Dean’s Representative**

_______________________________________________ Date ___________ Approved □ Denied □