LATE CHANGE OF CLASS SCHEDULE
Fall and Spring semesters only

Deadline: No later than 4:00pm on the last day of classes (Friday before RRR week) to 206 Evans Hall.

Name: ___________________________________________ SID: ________________________

Please read carefully: Effective Fall 2017, L&S students will be allowed up to two late action requests for add, drop, variable unit change, or grade option change in the same semester during their Berkeley career.

Example: Students can request one or two late action changes at different times, but must be in the same semester. The College of L&S will not consider additional requests in subsequent semesters.

Please consider your request carefully and meet with a College Adviser if you have any questions.

INSTRUCTIONS: (please use blue or black pen)
If I have declared a major, my major adviser has signed the petition.
If I have ever been a member of the NCAA, my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.
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 a late action will drop my enrollments below 13 units, it may impact financial aid or timely progress towards the degree.
If I am a simultaneous degree student, the other college must also approve this request by signing the petition.

SUBMISSION AND NOTIFICATION
Submit your request to College of Letters and Science Office of Undergraduate Advising in 206 Evans Hall.
Allow three weeks for processing and check CalCentral for enrollment updates.

NOTATIONS/FEES
Fees for adding and dropping courses are automatically charged and reflected on CalCentral.

INTERNATIONAL STUDENTS
All nonimmigrant F-1 or J-1 visa holders requesting to drop to fewer than 12 units must meet with an International Student Adviser in the Berkeley International Office (BIO) to obtain their signature on this petition before submission of the appeal. Drops above 12 units and adds do not require a BIO signature.

STUDENT CONDUCT VIOLATIONS
You will not be allowed to change the grading option or drop a course in which you have been found responsible of a student conduct violation. If a late drop or grading option change was processed and you are later found responsible, the course or original grading option will be reinstated to your record.
**PETITION FOR LATE CHANGE OF CLASS SCHEDULE**

Term:  Fall  Spring  Year:  _________

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Student ID number</th>
<th>Email address</th>
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Reason for request for a late schedule change:  Medical  DSP  Employment  Other  ______________

**TO BE ADDED**

<table>
<thead>
<tr>
<th>Class # (CCN)</th>
<th>DIS/LAB/SECTION #</th>
<th>Department and Number</th>
<th>Units</th>
<th>P/NP (Y/N)</th>
<th>Instructor’s Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>12345</td>
<td>67890</td>
<td>L&amp;S 100A</td>
<td>4</td>
<td>Y</td>
<td>Jane Doe</td>
<td>1/1/2018</td>
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**TO BE DROPPED**

<table>
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<tr>
<th>Class # (CCN)</th>
<th>Department and Number</th>
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**TO CHANGE GRADING OPTION**

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<th>Department and Number</th>
<th>Desired Option</th>
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<td>L&amp;S 104A</td>
<td>X Letter P/NP</td>
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**TO CHANGE UNITS IN A VARIABLE UNIT COURSE**

<table>
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<tr>
<th>Class # (CCN)</th>
<th>DIS/LAB/SECTION #</th>
<th>Department and Number</th>
<th>Units</th>
<th>Former/New</th>
<th>P/NP (Y/N)</th>
<th>Instructor’s Signature</th>
<th>Date</th>
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<td>67890</td>
<td>L&amp;S 103A</td>
<td>2</td>
<td>3</td>
<td>Y</td>
<td>John Doe</td>
<td>1/1/2018</td>
</tr>
</tbody>
</table>

**REQUIRED SIGNATURES** (see cover page for instructions)

By signing below, I agree that I am submitting a petition with only two late action requests. I understand that if more than three 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:  _______________________________

Major Adviser (both if double major)  Date  International Student Adviser  Date

Faculty Athlete Representative  Date  Non-L&S Simultaneous Degree Adviser  Date

L&S Dean or Dean’s representative  Date  (L&S Office Use Only)