

Late/Retroactive Petition to Change to Class Schedule

For students in the College of Environmental Design

REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING YOUR ONLINE FORM. Submission of the online form indicates that you have read and understand the following information

Step 1: Review and discuss the relevant information

1. Carefully review “Important Information regarding Late/Retroactive Petition to Change to Class Schedule” section on the next page.
2. Review enrollment deadlines on the “Student Enrollment Calendar,” <https://registrar.berkeley.edu/calendar>.
3. **Highly Recommended:** Meet with a CED Academic Advisor to discuss Late/Retroactive Petition to Change to Class Schedule
 - a. Meeting with an academic advisor is not required but will be helpful to discuss your options as you consider changing your schedule
 - b. Please visit tinyurl.com/CED-UG-advising for information on how to connect with a CED academic advisor.
4. If applicable: Ask the instructor of record (not the GSI or student coordinator) or department administrator to send a confirmation/verification of their approval/support for change requested in your petition.
 - a. Note: Statements must be sent by the instructor of record from their UC Berkeley email address to cedadvising@berkeley.edu
5. Depending on the time of year, review of petition may take approximately 1-2 weeks to process.
6. You will be notified of the Associate Dean’s Committee decision via your UC Berkeley email address.
 - a. Retroactive appeals are generally reviewed during the first half of the semester.
7. Simultaneous degree students will need approval from both colleges. Please contact your other college regarding their Late Petition to Change to Class Schedule.

Step 2: Gather and Organize Documents

1. Organize the *late/retroactive Petition to Change to Class Schedule*, *personal statement* and supporting *documents*.
2. Combine into one pdf file.
 - a. Save the PDF file of your request as: “*your last name, first name_SID_ Change to Schedule_term of request*” (Example “Bear,Oski_1111111_ Change Schedule_Fall 2020.pdf”).
 - b. If supporting documentation cannot be combined with your request petition, you will be able to submit separate document. Save the PDF file of your work as: “*your last name, first name_SID_ Change to Schedule_document title*” (Example “Bear,Oski_1111111_ Change Schedule_Employer note.pdf”).

Step 3: Submit Online Form

1. Submit your completed form and documents (as applicable), via tinyurl.com/late-change-schedule
2. Before completing the online form ensure you have all the information you needed to complete the form. Including;
 - a. The Late/Retroactive Petition to Change to Class Schedule Worksheet (attached),
 - b. The Late/Retroactive Petition to Change to Class Schedule Checklist (attached),
 - c. Documentation of the extenuating circumstances that led to your request
3. Use ONE Worksheet Per Semester/Term
4. Plan to spend 15-20 minutes filling out form.
5. Be aware that you are **NOT** able to save and return to the online form.
6. Incomplete petitions will be denied.

Important Information Regarding Late/Retroactive Petition to Change to Class Schedule

Please read carefully

College policy requires students to finalize their course schedules by established deadlines. See “Student Enrollment Calendar,” <https://registrar.berkeley.edu/calendar>. A schedule change after the deadline requires an exception to deadlines by the Associate Dean; therefore, requests for late changes are considered only in the case of extenuating circumstances.

The College of Environmental Design (CED) does not have automatic/free late drops after the enrollment deadlines. This applies to all simultaneous degree students and students currently in CED. Students must petition for enrollment changes after the deadlines, and petition approval is not guaranteed.

Extenuating Circumstances:

Extenuating circumstances are events and/or circumstances beyond your control that had a significant impact on you that a) prevented you from acting by the relevant deadline, or b) arose unexpectedly after the deadline.

Among other things, extenuating circumstances do **not** include:

- Not needing or wanting a class
- Poor performance or not knowing how you are doing in a class
- Not knowing or forgetting procedures or deadlines

FEES

- Fees for adding and dropping courses are automatically charged and reflected on your billing statements.

DEGREE REQUIREMENTS

- If you are dropping or changing the grading option for a degree requirement you include an updated and advisor approved graduation plan demonstrating you are able to complete your degree within CED’s semester limit.
 - Use the “Course Requirement” form for your CED major, available at the [forms and documents](#) page, under your major section.

FINANCIAL AID

- If receiving financial aid, consult with the Financial Aid Office to see how your aid may be impacted (<https://financialaid.berkeley.edu/contact-us>). If approved, late class drops are final.

INTERNATIONAL STUDENTS

- All nonimmigrant F-1 or J-1 visa holders who plan to submit a petition requesting to drop fewer than 12 units in a regular semester must meet with an Advisor in the Berkeley International Office before submitting their petition to the CED Undergraduate Advising Office

STUDENT CONDUCT VIOLATIONS

- You will not be allowed to drop a course in which you have been found guilty of a student conduct violation. If the Associate Dean grants a drop and you are later found guilty of a violation, the course will be reinstated to your record.

LIMITATIONS

- You may not add courses numbered 197, 198, or 199 if you have not yet completed 60 units.
- If you are on academic probation, you may not enroll in a course of a P/NP basis if that class is also offered on a letter-graded basis
- No more than 4 units of courses numbered 98, 99, 198, and 199 may be taken in a single term.
- You may receive credit for courses graded “P” to a maximum of ONE-THIRD of the total units undertaken and passed while registered at the Berkeley Campus. Included in this maximum are any units completed in the Education Abroad Program and the UC Intercampus Visitor or Exchange Program.
- You may not repeat a course on a P/NP basis in which you have previously received a letter grade.
- Courses offered exclusively on a letter or non-letter graded bases cannot be changed to a different grading option.

Checklist for Late or Retroactive Petition to Change Class Schedule

Please review the items below and check each box that applies to you.

1. Petition and required signatures

- I have completed and signed my petition.
- If I have ever been a member of the NCAA, I have checked the Yes box on the petition and my Faculty Athletic Representative has signed the petition.
- If I am asking to add a course or change the number of variable units, I have included the class number and the instructor of record (not the GSI or student coordinator) has sent a confirmation of their approval for this change to cedadvising@berkeley.edu.
- If I am dropping or changing the grading option for a degree requirement I included an updated and advisor approved graduation plan demonstrating I am able to complete my degree requirements within CED's semester limit.

2. Personal Statement

- I have included a concise personal statement with the reasons I believe my request merits an exception by the Associate Dean.
- My statement includes;
 - my full registered name, SID, official UC Berkeley email address, and phone number.
 - A clear chronological explanation of the extenuating circumstances that led to this request and how these circumstances affected my academic work in the course(s) in question (as opposed to my other courses), including relevant and specific dates and facts; and
 - An explanation of any delay between the events referred to in my statement and the filing of this petition.

3. Documentation

- I have included all supporting documentation of my extenuating circumstances (verification of changes in employment, medical documentation, accident and police reports, proof of travel, etc.)
 - Note: all medical documentation must be evaluated by the Tang Center in order to be considered by the Associate Dean; University Health Services may then issue you a "Verification/Evaluation of Medical Care" form to be included with your appeal. If you have seen a non-UC Berkeley provider for psychological care, please provide a "Summary of Psychological Care" available at the [forms and documents](#) page, under "APPEALS AND EXCEPTIONS."

4. Faculty Verification – All faculty verification statements must be sent by the instructor of record from their UC Berkeley email address to cedadvising@berkeley.edu.

- If I am requesting a late add, the instructor of record (not the GSI or student coordinator) or department administrator has sent a confirmation/verification of their approval/support for this change.
- If I am requesting a late drop, change of grading option, or change of variable units, the instructor of record has sent a message describing my academic performance and attendance before and after the circumstances leading to my request.
- If I am asking to add a course, change the grading option, or increase the number of variable units *after* classes have ended, I understand that I will be expected to contact the instructor to submit my final grade to the Office of the Registrar.

Late/Retroactive Petition to Change to Class Schedule Worksheet

Use ONE Worksheet Per Semester/Term

For Term: Fall Spring Summer Year: _____

Student Name: _____ Student ID Number: _____ CED Major: _____

Phone Number: _____ Email Address: _____

1. Have you ever been an active intercollegiate (NCAA) student-athlete at Cal? Yes No
2. Are you an F-1 or J-1 visa holder? Yes No
3. Are you completing a simultaneous degree with another college? Yes No
 - a. IF YES; Non-CED College: _____ NON-CED Major: _____

TO BE ADDED

AC	Class # (5 digits)	Course Department	Course Number	Section	Units	Grading Option? Letter or P/NP	Repeat?
<i>Example</i>	<i>20655</i>	<i>ENVDES</i>	<i>1</i>	<i>106</i>	<i>3</i>	<i>Letter</i>	<i>No</i>
A							
A							
A							

TO BE DROPPED

AC	Class # (5 digits)	Course Department	Course Number	Section	Units	Grading Option? Letter or P/NP	Repeat?
D							
D							
D							

TO CHANGE UNITS IN A VARIABLE UNIT COURSE

AC	Class # (5 digits)	Course Department	Course Number	Section	Units		Grading Option? Letter or P/NP	Repeat?
					Former	New		
U								
U								

TO CHANGE GRADING OPTION

AC	Class # (5 digits)	Course Department	Course Number	Section	Units	Grading Option? Letter or P/NP	Desired Option? Letter or P/NP	Repeat?
O								
O								

TOTAL # OF UNITS AFTER CHANGE

 Student Signature

 Date

 Faculty Athletic Representative (Print Name)

 Faculty Athletic Representative Signature

 Date