

# GRADUATE PETITION TO CHANGE CLASS SCHEDULE

for the  Fall  Spring Semester 20\_\_

(NOTE: THIS FORM **MUST** BE COMPLETED IN BLUE OR BLACK INK ONLY.)

Name \_\_\_\_\_ SID No. \_\_\_\_\_  
last first middle

Local Address \_\_\_\_\_  
street city/state zip

Telephone No. ( ) \_\_\_\_\_ College/School \_\_\_\_\_ Major \_\_\_\_\_

**TO BE ADDED:**

Action Code	Course Control No.	Department (e.g., Math)	Course No.	Sec. No.	Units	S/U	Repeat?	Instructor's Signature	Date
<b>A</b>									
<b>A</b>									
<b>A</b>									

**TO BE DROPPED:**

Action Code	Course Control No.	Department (e.g., Math)	Course No.	Sec. No.	Units	S/U	Repeat?
<b>D</b>							
<b>D</b>							
<b>D</b>							

**TO CHANGE UNITS IN VARIABLE UNIT COURSE:**

Action Code	Course Control No.	Department (e.g., Math)	Course No.	Sec. No.	Former Units	New Units	Instructor's Signature	Date
<b>U</b>								
<b>U</b>								

**TO CHANGE GRADING OPTION (check desired option):**

Action Code	Course Control No.	Department (e.g., Math)	Course No.	Sec. No.	S/U	Letter Grade
<b>O</b>						
<b>O</b>						

**TOTAL NUMBER OF WORKLOAD UNITS ON STUDY LIST:** Before change \_\_\_\_\_ After change \_\_\_\_\_

**ARE YOU AN ACTIVE INTERCOLLEGIATE (NCAA) STUDENT-ATHLETE FOR THIS SEMESTER?** Yes \_\_\_\_\_ No \_\_\_\_\_

**REQUIRED SIGNATURES - see reverse for instructions**

\_\_\_\_\_  
Student Date Processed by \_\_\_\_\_

\_\_\_\_\_  
Head Graduate Adviser Date Date \_\_\_\_\_

\_\_\_\_\_  
Dean of the Graduate Division Date Comments \_\_\_\_\_

\_\_\_\_\_  
Faculty Athletic Representative Date

\_\_\_\_\_  
Veterans' Services Date

Complete the form and submit to your department for the appropriate signatures as specified below. Be sure to complete the section on Number of Workload Units.

### **Adding Courses**

If you do not want to receive a letter grade for an added course, check the S/U box to take the course on a Satisfactory/Unsatisfactory basis.

### **Deadlines and Fees**

Information on deadlines and fees can be found on the Office of the Registrar's website at <http://registrar.berkeley.edu>. Fees for adding or dropping courses will be automatically charged to your CARS billing statement.

You may submit a request after the final deadline, but you must also submit a letter of explanation to the Graduate Division with the petition. The Head Graduate Adviser will show approval of the late change by signing the petition. Please note that submission of the petition does not guarantee approval.

### **Required Signatures:**

For each course that you add, you must obtain the signature of the instructor for that course.

The Head Graduate Adviser must sign the petition. If you are filing **after** the deadline, you must also submit the form to the Degrees Unit of the Graduate Division, 302 Sproul Hall, for review.

*Additional signatures that may be required:*

*International Student Adviser (International House)*

If you are a nonimmigrant F-1 or J-1 visa holder you must see an International Student Adviser before dropping courses that result in a courseload of fewer than 8 units.

*Faculty Athletic Representative*

If you are actively participating in Intercollegiate (NCAA) Athletics you must obtain a signature from the faculty athletic representative.

*Veterans' Services*

If you are receiving educational benefits from the Veterans Administration or the California Department of Veterans Affairs you must obtain this signature if your schedule remains below or is reduced to fewer than 8 units.

### **LIMITATIONS**

You may receive credit for courses graded S up to a limit of one third of the total units taken and passed while registered at the Berkeley campus, including any units completed in the Education Abroad Program, the UC Intercampus Visitor or Exchange Program, or a Joint Doctoral Program. Grades of S assigned in courses numbered 299 and in the 300, 400, or 600 series are excluded from this computation. You may not repeat on an S/U basis any course in which you previously received a letter grade. Courses offered exclusively on a letter or non-letter graded basis cannot be changed.

### **IF YOU HAVE A LOCKER**

If you are dropping a physical education or a laboratory course, you must clear your locker(s) or you may be liable for a fine that may result in a block on your future registration.