

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	Class Nbr.	Department (e.g., Educ)	Course Nbr.	Sec. Nbr.	Units	S/U	Repeat?	Instructor's Signature	Date
A									
A									
A									

TO BE DROPPED:

Action Code	Class Nbr.	Department (e.g., Educ)	Course Nbr.	Sec. Nbr.	Units	S/U	Repeat?
D							
D							
D							

TO CHANGE UNITS IN VARIABLE UNIT COURSE:

Action Code	Class Nbr.	Department (e.g., Educ)	Course Nbr.	Sec. Nbr.	Former Units	New Units	Instructor's Signature	Date
U								
U								

TO CHANGE GRADING OPTION (check desired option):

Action Code	Class Nbr.	Department (e.g., Educ)	Course Nbr.	Sec. Nbr.	S/U	Letter Grade
O						
O						

TOTAL NUMBER OF WORKLOAD UNITS ON STUDY LIST: Before change _____ After change _____

REQUIRED SIGNATURES - see reverse for instructions

 Student

 Date

 Processed by

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/registration/enrollment/>. (Scroll down to Add/Drop a Class) Fees for adding or dropping courses will be automatically charged to your CalCentral.

Required Signatures:

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

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.