HAAS UNDERGRADUATE PROGRAM

UNIVERSITY OF CALIFORNIA, BERKELEY

Request for an Exception to Undergraduate Program Policies:

**Fall and Spring semesters only**

*If you are petitioning to take more than 20.5 units or less than 13 units in the first semester of your senior year or asking to be enrolled in more than 4 units of 198/199 in a semester, the only required document is the Petition Form (page 4 of this packet). If you are asking to extend your date of graduation by one term to complete a Simultaneous Degree see this link.*

**Deadline:** Petitions should be submitted as soon as possible following the event(s) leading to this request.

Please read carefully: The Haas Undergraduate Program policy requires students to finalize their course schedules by established deadlines. A schedule change after the deadline requires an exception to the rules by the Undergraduate Program Office; therefore, requests for late changes are considered only in the case of extenuating circumstances. Your petition must include the following:

1) page 2 checklist,
2) a completed Petition for Exceptional Change of Class Schedule,
3) a personal statement,
4) documentation of the extenuating circumstances that led to your request, and
5) faculty verification as needed (see below).

Please include your full name and SID number on each page. Incomplete petitions will be denied.

**Extenuating circumstances are defined as, but not limited to:** Events or circumstances beyond your control that had a significant impact on you that: 1) prevented you from acting by the relevant deadline, or 2) arose unexpectedly after the deadline. Among other things, extenuating circumstances do not include: 1) not needing or wanting a class, 2) not doing well in a class, 3) not knowing you were still enrolled in a class, 4) not knowing the deadline or procedure for changing your schedule, 5) forgetting to make an intended change, 6) not knowing how well you were doing in the class by the deadline, 7) having too heavy a course load, 8) wishing to improve your GPA. *Unexplained or excessive delay between discovering the necessity of filing this petition and submitting it may be grounds for denial.*
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 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 control number and obtained the signature of the instructor of record (not the GSI or student coordinator).

2. Personal Statement

You should attach a personal statement to the petition form. The statement should include:

• a clear, chronological explanation of the extenuating circumstances that led to this request and how these circumstances affected my academic work in the course 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 (may include medical records, pay stubs, accident and police reports, proof of travel, financial records, 3rd party statements confirming family or personal circumstances, an obituary, etc.). All medical documentation should be evaluated by the University Health Center, which will issue you a “Verification/Evaluation of Medical Care” to be included with your request.

If you have seen a non-UC Berkeley provider for psychological care, please provide a “Summary of Psychological Care by Non-UC Berkeley Providers,” available here (.pdf).

4. Faculty Verification – All letters must be written on department letterhead stationery, signed by the instructor and submitted in a sealed envelope with the rest of your petition.

☐ If I am requesting a late add, I have included a letter from the instructor or department administrator explaining the administrative error or miscommunication that caused me to not be enrolled in the course.
☐ If I am requesting a late drop, change of grading option, or change of variable units, I have submitted a letter from the instructor addressing my academic performance and attendance before and after the circumstances leading to my request and any information they can provide regarding those circumstances.
SUBMISSION AND NOTIFICATION
To request a late add, drop, grading option change or change in variable units, please submit the following items as a single packet to the Haas Undergraduate Program Office, Haas School of Business, S450 Student Services Building, Berkeley, CA 94720-1900:

- The page 2 checklist;
- The Petition for Exceptional Change of Class Schedule;
- Your personal statement;
- Documentation of your extenuating circumstances; and
- Faculty verification as required (see checklist).

Incomplete petitions will be denied. It is recommended that you make copies of your petition packet for your records before you submit it.

You will be notified of the Undergraduate Program Office’s decision by email.

FEES
- Fees for adding and dropping courses are automatically charged and reflected on CARS statements.

INTERNATIONAL STUDENTS
- All nonimmigrant F-1 or J-1 visa holders who plan to submit a petition requesting to drop to fewer than 13 units in a regular semester must meet with an International Student Adviser in the Berkeley International Office submitting their petition to Haas.

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 Executive Director grants a drop and you are later found guilty of a violation, the course will be reinstated to your record. Please review our Academic Dishonesty Policy here.

LIMITATIONS
- If you are on academic probation, you may not enroll in a course on a P/NP basis if that course 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 without submitting a petition to the Executive Director.
- A maximum of ONE-THIRD of the total units undertaken and passed while registered at the Berkeley campus may be graded "P". Included in this maximum are any units completed in the Education Abroad Program, UCDC, and the UC Intercampus Visitor or Exchange Program.
- Courses offered exclusively on a letter graded or P/F basis cannot be changed to a different grading option.
PETITION FOR EXCEPTIONAL CHANGE OF CLASS SCHEDULE

Term: □ Fall □ Spring  Year: 20__

Students requesting Dean’s action for an in-progress summer term should go to the Summer Session website at:
http://summer.berkeley.edu/

__________________________________________________                      ____________________
Student Name (Please Print)                                                                 Student ID Number

__________________________________________________                      ____________________
Email Address (required for response)                                                               Phone Number

Have you ever been an active intercollegiate (NCAA) student-athlete at Cal? □ Yes □ No

Are you currently registered with the Disabled Students Program? □ Yes □ No

Are you a Simultaneous Degree student? □ Yes □ No

To Be Added

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<th>Units</th>
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To Be Dropped

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To Change Units In A Variable Unit Course

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Less Than 13 Units in First Semester of Senior Year – Total Number of Units ______

Overload in Units (more than 20.5) - Total Number of Units ______

REQUIRED SIGNATURES

__________________________________________________                      ____________________
Student                                                                 Date                UCB International Office Advisor          Date

__________________________________________________                      ____________________
Faculty Athletic Representative                          Date

Approved □          Denied □  ____________________                      __________
Haas Undergraduate Program                               Date

UGDEC13bf