HAAS UNDERGRADUATE PROGRAM

Request for an Exception to Haas Undergraduate Program Policies:

The Haas School of Business is one of the many Colleges here at UC Berkeley, and each College has their own academic policies. Thus, there are no automatic late drops, adds, or changes in grading option in our College. All exceptional changes to schedule must be petitioned through this form. Although a Haas student may be petitioning for a non-UGBA class, all Haas students must petition with the Haas Undergraduate Program. All simultaneous degree students must submit one petition for each College affiliation.

If you are petitioning to take less than 13 units in the first semester of your senior year, the only required document is the Petition Form (page 4 of this packet).

**Deadline**: Petitions should be submitted as soon as possible following the event(s) leading to this request. We will stop taking petitions after the last day of instruction.

Please read carefully: The Haas Undergraduate Program policy requires students to finalize their course schedules by the established enrollment deadlines set by the UC Berkeley Office of the Registrar. 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. **DO NOT discontinue class attendance on the assumption that your request will be approved.**

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 form

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 class 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 forms must be 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 form 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 form 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 CalCentral.

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 is strongly advised to meet with an International Student Adviser in the Berkeley International Office prior to submitting the 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 Director of Academic Affairs grants a drop and you are later found guilty of a violation, the course will be reinstated to your record. Please review our Academic Integrity 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 Director of Academic Affairs.
- 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 □ Summer Year: 20__

Student Name (Please Print) ____________________________________________ Student ID Number ________________________

Campus 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>Lab/Disc CCN</th>
<th>Dept</th>
<th>Course #</th>
<th>Sec</th>
<th>Units</th>
<th>P/NP (y/n)</th>
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To Be Dropped

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To Change Units In A Variable Unit Course

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<th>Course #</th>
<th>Sec</th>
<th>Units Former/New</th>
<th>P/NP</th>
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Less Than 13 Units in First Semester of Senior Year – Total Number of Units_____

REQUIRED SIGNATURES

Student ____________________________________________ Date ______________ Simultaneous Degree Advisor ____________________________ Date ______________

Faculty Athletic Representative ____________________________ Date ______________ Haas Undergraduate Program ____________________________ Date ______________

Approved □ Denied □
INSTRUCTOR’S STATEMENT

Please return completed form to: The Haas Undergraduate Program Office, S450 Student Services Bldg, Berkeley, CA 94720, Tel: 510-642-1421

DO NOT discontinue class attendance on the assumption that your request will be approved.

To the Student: You must submit a completed Instructor’s Statement from the instructor whose course you wish to drop, add, or change grade option in a sealed departmental envelope.

__________________________________________        _______________________________________
Name                                                                                   Student ID Number

__________________________________________         _______________________________________
Major(s)                                                                                   Email address (Berkely email only)

Will dropping this class affect your financial aid package?  □ Yes  □ No  □ N/A

Please circle your request:   ADD      DROP      Change Grade Option      Change Variable Units

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<th>Lab/Disc Num</th>
<th>Dept</th>
<th>Course #</th>
<th>Sec</th>
<th>Units</th>
<th>P/NP</th>
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<td>Y or N</td>
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TO BE COMPLETED BY THE INSTRUCTOR

1. Did the student take the midterm exam(s)?   □ Yes   □ No
2. Midterm Information:  
   1st exam grade  2nd exam grade  3rd exam grade
3. Did the student take the final exam?  □ Yes   □ No
4. Student’s current grade: ____________
5. Student’s attendance (check one):   □ Regular    □ Infrequent    □ Never    □ Unknown
6. Comments: __________________________________________________________________

______________________________________________________________________________
Instructor’s Printed Full Name                                                  Instructor’s Signature                  Date

Please note: The instructor’s Statement is for advisory purposes only. The Haas Undergraduate Program Office makes the final decision.