# RETROACTIVE PETITION TO CHANGE CLASS SCHEDULE FORM

**Berkeley Summer Sessions**

1995 University Ave., Suite 130, Berkeley, CA 94704 | Phone: 510.642.5611 | Fax: 510.664.9825 | summer@berkeley.edu

**FIELDS WITH ASTERISK* ARE REQUIRED. PLEASE NOTE THAT INCOMPLETE AND ILLEGIBLE FORMS WILL DELAY PROCESSING.**

<table>
<thead>
<tr>
<th><strong>STUDENT INFO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name*</td>
</tr>
<tr>
<td>First*</td>
</tr>
<tr>
<td>Middle</td>
</tr>
<tr>
<td>E-mail Address*</td>
</tr>
</tbody>
</table>

**UCB Student ID Number***

- Undergrad (Grad)
- □ UC Student (College* L&S, CNR, CED, CHEM, ENGIN, Other)
- □ International Student (Visa Status* F1, J1, Other:)
- □ Visiting Student
- □ Other UC Student
- □ Global Internships Student
- □ Summer Abroad Student
- □ Pre-Collegiate Student

**ENTER THE YEAR ENROLLED FOR SUMMER**

This form can only be used for past Summer term.

<table>
<thead>
<tr>
<th>BEFORE CHANGES*</th>
<th>AFTER CHANGES*</th>
</tr>
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<tbody>
<tr>
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</table>

**ACTION**

- □ ADD COURSE(S)
- □ DROP COURSE(S)
- □ CHANGE GRADING OPTION
- □ WITHDRAWAL
- □ CHANGE UNIT VALUE
- □ REINSTATE

**In order to retroactively add course(s) or change grading option, you must submit with the completed Student Record Change Form a letter from the instructor, on a departmental letterhead, signed and sealed with your grade in correct grading option. Without the letter from instructor(s), your request will not be considered complete and will not be processed.**

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### ADD

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject*</th>
<th>Catalog Number</th>
<th>Session*</th>
<th>Units*</th>
<th>Grading Option*</th>
<th>Tuition</th>
<th>Check If Waitlisted*</th>
<th>Instructor’s Signature**</th>
<th>Date*</th>
</tr>
</thead>
</table>

**Instructor’s Signature is required to enroll from waitlist and for all Adds.**

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### DROP

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject*</th>
<th>Catalog Number</th>
<th>Session*</th>
<th>Units*</th>
<th>Tuition</th>
<th>Check If Waitlisted*</th>
<th>Last Date Attended Course**</th>
<th>Check If Never Attended*</th>
</tr>
</thead>
</table>

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### GRADE/UNIT CHANGE

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject*</th>
<th>Catalog Number</th>
<th>Session*</th>
<th>New Grading Option*</th>
<th>New Units*</th>
<th>Tuition</th>
<th>Check If Waitlisted*</th>
<th>Last Date Attended Course**</th>
<th>Check If Never Attended*</th>
</tr>
</thead>
</table>

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**FOR OFFICIAL USE ONLY**

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tuition Added</td>
<td></td>
</tr>
<tr>
<td>Total Tuition Dropped</td>
<td></td>
</tr>
<tr>
<td>Assess:</td>
<td></td>
</tr>
<tr>
<td>□ Tuition</td>
<td></td>
</tr>
<tr>
<td>Cancellation Fee $100</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Processing Fee</td>
<td>$</td>
</tr>
</tbody>
</table>

**Refund:**

- □ Campus Fee (UC students)
- □ Registration Fee (visiting students)
- □ International Service Fee (international students)
- □ Class Pass (UC students) □ Full Course Fee
- □ Program Deposit □ Program Fee
- □ Course Fee (Other) □ Cancellation Fee
- □ No Refund □ Full Refund

**REC’D BY ___________________ DATE ____________**

**PROCESSED BY ___________________ DATE ____________**

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I have read and agree to the rules regarding fees, deadlines, and refunds as published at summer.berkeley.edu.

**Student Signature* Date**

**Dean or Dean’s Representative Signature* Date**

*Required for UCB Undergraduate students and for UCB Graduate students

**Campus Official Signature* Berkeley International Office Advisor, Faculty Athletic Representative, etc. Date**

**Summer Sessions Official Signature* Date**

*Required for visiting students
IMPORTANT INFORMATION WHEN REQUESTING RETROACTIVE CHANGES

Under special circumstances, students may petition to make enrollment changes, such as add, drop, withdraw or change grading options, for past Summer terms. Retroactive changes cannot be made online. Students must complete a Retroactive Petition for Exceptional Change Form to request change(s) and are required to obtain additional signature(s) before the request can be processed.

If you are a UC BERKELEY UNDERGRADUATE STUDENT

You must go through the petition process with your college to obtain the Dean’s signature on the Retroactive Student Record Change Form. For retroactive add, the instructor’s signature is also required. For retroactive add and grading option change, a signed letter from your instructor on a departmental letterhead in a sealed envelope, indicating your grade is also required. When the Retroactive Petition for Exceptional Change Form is complete with all required signatures, please submit it along with any other required document(s) to Berkeley Summer Sessions.

If you are a UC BERKELEY GRADUATE STUDENT

Signature from the Dean of the Graduate Division is required for all retroactive changes. For retroactive add, the instructor’s signature is also required. For retroactive add and grading option change, a signed letter from your instructor on a departmental letterhead in a sealed envelope, indicating your grade is also required. When the Retroactive Petition for Exceptional Change Form is complete with all required signatures, please submit it along with any other required document(s) to Berkeley Summer Sessions.

If you are a UC STUDENT from OTHER CAMPUS or a VISITING (DOMESTIC or INTERNATIONAL) STUDENT

Assistant Director of Summer Sessions’ signature is required for all retroactive changes. For retroactive add, the instructor’s signature is also required. Please submit the following items to Berkeley Summer Sessions in order to obtain the Assistant Director’s signature:

- Completed Retroactive Petition to change class schedule form
- Signed personal statement explaining the circumstances of the late change
- A signed letter from the instructor with the grade on a departmental letterhead in a sealed envelope*
  *applicable only for retroactive add and retroactive grading option change
- Any supporting documents, if available

HOW TO SUBMIT THE FORM & SUPPORTING DOCUMENTS

You can submit the completed Retroactive Petition to change class schedule form and other supporting documents via fax or e-mail, except for the letter from the instructor, which must be in a sealed envelope. You may also submit the form, supporting documents and the instructor letters in person.

IN PERSON
The Berkeley Summer Sessions Office is located at 1995 University Avenue, Suite 130 (cross street Milvia).
Office Hours: 8:30 AM - 5 PM

Cal Student Central is located at 120 Sproul Hall.
Office Hours: 9 AM - 12 PM and 1 PM - 4 PM

VIA FAX
To the attention of Student Services: +1-510-664-9825
You cannot fax the instructor letter, as the letter must remain sealed in the envelope. Once opened, we cannot accept the document.

VIA E-MAIL
The form must be completed with original signature first, scanned and attached to an e-mail to summer@berkeley.edu.
Please include the subject line: Retroactive PCCSF SID [insert your UC Berkeley student ID number here]