COMPLETING THIS PETITION

Print your name, student ID number, and other information as requested. Indicate only the *primary section* of each course (identified by "P" in the *Schedule of Classes*). If you do not wish to receive a letter grade for an added course, check the P/NP S/U box to take the course on a Passed/Not Passed (undergraduates) or Satisfactory/Unsatisfactory (graduates) basis.

FILING THIS PETITION

- **Letters and Science:** File this petition with the college office, 113 Campbell Hall, if (A) your change in schedule results in a total of fewer than 13 units, (B) you are an undeclared major student exceeding 20.5 units, or (C) you are adding or dropping courses after the 8th week deadline. Otherwise, declared major students file this petition with their major department office (through the 8th week of instruction); undeclared major students file this petition with the Office of the Registrar, 120 Sproul Hall.
- **All other students:** File this petition at your department or college/school office.

DEADLINES/FEES

Consult your college or school dean's office, the *Schedule of Classes*, or the Office of the Registrar's website (**registrar.berkeley.edu**) for deadline and fee information. Note that undergraduates in the Colleges of Chemistry and Letters and Science dropping courses after Friday of the 8th week of instruction are subject to a "drop notation" on their academic transcripts. Fees for adding and dropping courses are automatically charged and reflected on CARS statements.

LATE PETITIONS

- UNDERGRADUATE students: Petitions submitted after the deadline are subject to the approval of the dean of your college or school. APPROVAL IS RARELY GRANTED. NOTE: Letters and Science students adding courses after the end-of-the-8th-week deadline also require the approval of the instructor and major adviser (if declared) as well as the dean's approval.
- GRADUATE students: Petitions submitted after the deadline must be accompanied by a letter of explanation from the student to the Dean of the Graduate Division. The graduate adviser endorses the late change by signing this petition. Submission of the petition does not guarantee approval.

SIGNATURES - OBTAIN AS FOLLOWS:

■ **Instructor/Department**

All students ADDING courses must obtain this signature. This signature is *not* required for dropping courses.

■ **Major or Graduate Adviser**

- UNDERGRADUATES ADDING OR DROPPING COURSES: students in Letters and Science who have declared their majors and students in Business Administration, Chemistry, Engineering (except EECS students carrying 13 or more units), Landscape Architecture, and Natural Resources must obtain this signature.
- UNDERGRADUATES CHANGING THE GRADING OPTION ONLY (NO ADDS OR DROPS): students in Business Administration, Chemistry, and Natural Resources must obtain this signature.
- All GRADUATE students must obtain this signature.

■ **Dean or Dean's Representative**

- UNDERGRADUATE students in LETTERS AND SCIENCE: (1) This signature is not required before the deadline for grading option changes or for adds or drops if the change in schedule results in a unit total between 13 and 20.5 units. (2) Both DECLARED and UNDECLARED students must obtain this signature if their schedule remains below or is reduced to fewer than 13 units. (3) Only UNDECLARED students must obtain this signature if the change results in a unit total greater than 20.5 units.
- All UNDERGRADUATE students NOT in Letters and Science must obtain this signature.
- All GRADUATE students must obtain this signature ONLY IF FILING AFTER THE DEADLINE.

■ **International Student Adviser (International House)**

All nonimmigrant F-1 or J-1 visa holders must see an International Student Adviser before dropping courses resulting in a unit total of less than 12 units (undergraduates) or less than a full course load as defined by the academic department (graduates).

■ **Faculty Athletic Representative**

All students actively participating in Intercollegiate (NCAA) Athletics must obtain this signature.

■ **Veterans' Services**

All students receiving educational benefits from the Veterans Administration and/or the California Department of Veterans Affairs must obtain this signature if their schedule remains below or is reduced to less than full time as defined by their college or school (undergradates) or is reduced to fewer than 8 units (graduates).

LIMITATIONS

- You may not add courses numbered 197, 198, or 199 if you have not yet completed 60 units.
- If you are on academic probation, you may not add courses numbered 98, 99, 197, 198, or 199, nor may you enroll in a course on a P/NP or S/U basis. However, Letters and Science students may enroll in Education 90, 98, and other courses numbered 98 with permission from the College Office, 113 Campbell Hall.
- No more than 4 units of courses numbered 98, 99, 198, and 199 may be taken in a single term.
- You may receive credit for courses graded P or S to a limit of ONE-THIRD of the total units undertaken and passed while registered at the Berkeley campus. Included are any units completed in the Education Abroad Program, the UC Intercampus Visitor or Exchange Program, or in a Joint Doctoral Program. For Graduate Degree Programs, 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 a P/NP or S/U basis a 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.