

**SUMMER SESSIONS
SCHEDULE ADJUSTMENT PETITION**

Please complete this petition, obtain all appropriate signatures, and return to the Office of the Registrar. A late change refers to an adjustment request after a session deadline but before the last day of instruction for that course/session. Retroactive changes are those done after the last day of instruction for a course/session. Fees will remain for all late/retro drops. Financial aid may also be affected. **NOTE: If you wish to drop all sessions/ classes you are enrolled in for the entire Summer term, you must complete the Summer Sessions Complete Cancel/Withdrawal Petition.**

ALL LETTERS AND SCIENCE STUDENTS: Complete this petition for late individual session withdrawals only. Please see the L&S advising office for any other schedule change after the published summer deadlines located on the Summer Session website at: <http://www.summer.ucsb.edu/Catalog11/deadlinechart11.html>.

Name _____ Perm _____

E-mail _____ Phone _____

UCSB Status: Undergraduate Graduate Summer Session Only Student

College: L&S Engineering Creative Studies Graduate Division Not Applicable

Late Change: _____ **Retroactive Change:** _____ Year _____

Withdraw from entire individual session: A B C D E F G
(Signatures required: L&S, ENGR, CCS: **1 and 3**; Grad Div: **1 (3 if session has ended)**; Summer Only: **1 & 4**)

Schedule Adjustment Action: *A=Add; D = Drop; CG= Change grade option*
(Signatures required: ENGR, CCS: **1, 2, 3, 4**; Grad Div: **1, 2, and 4 (3 if session has ended)**; Summer only: **1, 2, & 4**)

Action	Subject	Course #	Enroll code	Grade option	Units	Repeat Y/N	Instr #	Instructor name
1.								
2.								
3.								

For Engineering Students Only:

Student: Use the back of this form to explain the reason you are requesting this action late. Approvals are rare. There must be demonstrable evidence that an unavoidable and/or unanticipated hardship occurred on or after the deadline. Continue to participate in the course until you are notified of the decision.

Instructor: Did the student take the midterm exams or the final exam? Yes No
If yes, what grades were earned: MT _____; MT _____; Final Exam _____
Student attendance: Circle one: Regular / Infrequent / Never / Unknown
Comments: Please use the back of this form if you have additional comments

SIGNATURE APPROVALS:

1. _____ 2. _____
Student Signature Date Instructor Signature Date
3. _____ 4. _____
College Dean or Graduate Division Dean* Date Summer Sessions, 2214 SAASB Date

*Required for grad students only after a session ends

Office of the Registrar Use Only: Processed by _____ Date _____

