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: _____  ________

☐ 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, 4; Grad Div: 1, 2, 3, 4 (3 if session has ended); Summer only: 1, 2, & 4)

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<th>Action</th>
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<th>Course #</th>
<th>Enroll code</th>
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<th>Repeat Y/N</th>
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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. __________________________
   College Dean or Graduate Division Dean* Date

4. __________________________
   Summer Sessions, 2214 SAASB        Date

*Required for grad students only after a session ends

**Office of the Registrar Use Only:** Processed by _________ Date _________