University of California
Santa Barbara

Office of the Registrar
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
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Registration@sa.ucsb.edu
http://www.registrar.ucsb.edu

SUMMER SESSIONS
SCHEDULE ADJUSTMENT PETITION

READ CAREFULLY

- Late Change - refers to an adjustment request after a session deadline but before the last day of instruction for that course/session.
- Retroactive change – refers to an adjustment request after the last day of instruction for a course/session.
- Fees will not be refunded for any late or retro drops.
- Summer financial aid may be affected. Contact the Office of Financial Aid and Scholarship for more information.
- UCSB International students must obtain signature approval from Office of International Students and Scholars (OISS) for any session schedule adjustment.

NOTE:

- To drop all sessions and classes enrolled in for the entire summer term, complete the ***Summer Off-campus 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, which are located on the Summer Session website at https://www.summer.ucsb.edu/about/2020-summer-sessions-info-calendar.

Name _____ **Perm** _____

Umail/Email _____ **Phone** (_____)_____

College/Status: ❑ L&S-undergrad ❑ Engr.-undergrad ❑ CCS-undergrad ❑ Graduate ❑ N/A: Summer Sess. Only

Are you an international student? ❑ Yes ❑ No ❑ N/A: Summer Sess. Only

Requesting (check one): ❑**Late Change** ❑**Retroactive Change:** _____ **(Year)**

❑ **Withdraw from entire individual session**: ❑ A ❑ B ❑ C ❑ D ❑ E ❑ F ❑ G
If you are dropping all sessions and classes for the entire summer term, do not use this form; complete the Summer Off-campus Withdrawal Petition.
Required Signatures: L&S, ENGR, CCS: 1 and 3 GRAD DIV: 1 (and 3 if session has ended) SUMMER ONLY: 1 & 5

❑ **Schedule Adjustment Action**: *A=Add; D = Drop; CG= Change grade option*
L&S students: do not use this form to adjust your schedule. Contact L&S Advising Office (academic_advising@ltsc.ucsb.edu).
Required Signatures: ENGR & CCS**:** 1, 2, 3, 5 GRAD DIV**:** 1, 2, and 5 (3 if session has ended) SUMMER ONLY: 1, 2, & 5

Action	Subject	Course #	Enroll code	Grade option	Units	Repeat Y/N	Instr #	Instructor name	Session over Y/N

Attention Engineering Students Only:
Student: Please explain the reason you are requesting this action late.

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 (check one): ❑ Regular ❑ Infrequent ❑ Never ❑ Unknown
Comments:

Approval of petition is at the sole discretion of the college. There is no guarantee that the schedule adjustment will be granted.

1. _____ Student Signature Date
2. _____ Instructor Signature Date
3. _____ College Dean ***or*** Graduate Division Dean* Date
4. _____ Office of International Students, oiss@sa.ucsb.edu Date
5. _____ Summer Sessions, info@summer.ucsb.edu Date

*Required for grad students only after a session ends

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