



University of California  
Santa Barbara

## SUMMER SESSIONS SCHEDULE ADJUSTMENT PETITION

Office of the Registrar  
University of California, Santa Barbara  
Santa Barbara, CA 93106-2015  
Phone: 805-893-3592  
FAX: 805-893-2985  
<http://www.registrar.ucsb.edu>

**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 Sessions Complete Cancellation/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 <http://www.summer.ucsb.edu/Catalog11/deadlinechart11.html>.

Name \_\_\_\_\_ Perm \_\_\_\_\_

Umail/Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

UCSB Status:  Undergraduate  Graduate  Summer Session Only Student  
 College:  L&S  Engineering  Creative Studies  Graduate Division  Not Applicable

Requesting (check one):  Late Change  Retroactive Change: \_\_\_\_\_  
Year

Withdraw from entire individual session:  A  B  C  D  E  F  G  
 Required Signatures: L&S, ENGR, CCS: 1 and 3 GRAD DIV: 1 and 3 if session has ended SUMMER ONLY: 1 & 4

Schedule Adjustment Action: A=Add; D = Drop; CG= Change grade option  
 Required Signatures: 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.								

**Attention Engineering Students Only:**

**Student:** Use the back of this form to explain the reason you are requesting this action late. Note that approvals are rare. There must be demonstrable evidence that an unavoidable or unanticipated hardship occurred on or after the deadline. Continue to participate in the course until you are notified of the College's 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 (check one):  Regular  Infrequent  Never  Unknown  
 Comments: Please use the back of this form if you have additional 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 <span style="float: right;">Date</span>	2. _____ Instructor Signature <span style="float: right;">Date</span>
3. _____ College Dean <i>or</i> Graduate Division Dean* <span style="float: right;">Date</span>	4. _____ Office of International Students, SRB 3130 <span style="float: right;">Date</span>
*Required for grad students only after a session ends	5. _____ Summer Sessions, 2214 SAASB <span style="float: right;">Date</span>

**Office of the Registrar Use Only:** \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

