

**PETITION TO ADJUST SCHEDULE**

FALL 20\_\_

SPRING 20\_\_

Name \_\_\_\_\_ SID# \_\_\_\_\_  
PRINT Last First Middle

Address \_\_\_\_\_ Phone \_\_\_\_\_  
PRINT Street City Zip

Circle year: 1 2 3 LLM/JSD JSP EMAIL ADDRESS \_\_\_\_\_ @ berkeley.edu

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You may not enroll for fewer than 10 units or more than 16 without obtaining prior permission for an underload/overload from the Dean of Students. (See *Academic Rules Petition* for more detail).**

**DROP A COURSE**

Deadlines: The deadline to drop a course is **Wednesday of the second week of instruction.**

After Wednesday of the second week of instruction, a petition to drop a course(s) **requires** the signed approval of the instructor and the Dean of Students. Petitions will not be approved if the drop leaves the student with fewer than 10 units. The fee is \$10.

For courses outside the law school (other departments on the UC campus and other law schools), students must adhere to the drop procedures and deadlines established by the individual department or school.

Control Number	Course Number	Course Title	Units	Grade option	Faculty Signature	Date

Number of units after this drop \_\_\_\_\_

**ADD A COURSE** – Fee: \$5.00 per add to be billed to CARS Account.

The deadline to add a course is **Friday of the second week of instruction.**

After Friday of the second week, you may only add classroom units if you have been in the class during the semester but have not appeared on the instructor's enrollment list. You may not enroll in a new class after the deadline. You may only correct a discrepancy on the class enrollment list.

297-299 Credit (Faculty Supervised Projects): Please describe project

Control Number	Course Number	Course Title	Units	Grade option	Faculty Signature	Date
	299	Individual Research/ Writing Project (max 2 units)				

Number of units after this add \_\_\_\_\_

**For 299 ONLY:**

Will this project be in conjunction with a course? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what class? Law \_\_\_\_\_

Please print name of 299 faculty advisor: \_\_\_\_\_

Grade option (Law 299 only): Law 299 courses are normally graded Credit/Not pass unless the instructor elects otherwise. If you wish to receive a grade for this work, please indicate here and have the instructor sign below. Grade options **MAY NOT be altered** once the petition has been filed.

Credit/Not Pass: \_\_\_\_\_ Grade: \_\_\_\_\_

Instructor approval for letter grade option: \_\_\_\_\_

Writing Requirement: Will this 299 satisfy the Writing Requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, initial here to attest that you have read the "Writing Requirement" section of the Academic Rules (§1.01E & Appendix B). \_\_\_\_\_

**please do not write below this line**

This Petition is GRANTED/DENIED.

Comments \_\_\_\_\_

The student has been notified by \_\_\_\_\_

By: \_\_\_\_\_  
LLM/JSD Advanced Degree Office (LLM/JSD only)

Date \_\_\_\_\_ Initials \_\_\_\_\_

By: \_\_\_\_\_  
Annik Hirshen, Dean of Students or designee

Recorded \_\_\_\_\_  
Mindi Mysliwec, Interim Registrar

Date \_\_\_\_\_

CC# \_\_\_\_\_ Section \_\_\_\_\_