UNIVERSITY OF CALIFORNIA, RIVERSIDE
COLLEGE OF HUMANITIES, ARTS, AND SOCIAL SCIENCES
OFFICE OF THE ASSOCIATE DEAN - STUDENT ACADEMIC AFFAIRS

PETITION FOR LATE OR RETROACTIVE CHANGES

(Submit this completed petition to your major department)

NOTE: Late or retro action petitions will **ONLY** be considered when **documentation** is provided supporting an **exceptional** or **unforeseen** event that interferes with a student's performance. Missing a deadline or being unaware of your registration is not an unforeseen event. An enrollment adjustment form **MUST** also accompany this petition.

PROCEDURE: Submit all completed petitions to your academic advisor. Petition(s) will be reviewed and forwarded to the Dean. The Dean's decision will be made in one week. **Students are responsible for picking up the approved ENROLLMENT ADJUSTMENT petition(s) from the Student Academic Affairs Office and submitting them to the Registrar's Office. Students are also responsible for all late fees.**

_____ SID# _____-_____-_____
Last Name First (M)

PHONE: ( ) _____ - _____ Major: _____ UCR Webmail_____

Course Name and Number _____

Year Taken: _____ **Fall** ( ) **Winter** ( ) **Spring** ( )

Petitioning: **(Check one)**

Late Add _____ Retro Add _____
Late Drop _____ Retro Drop _____
Late Change in Unit Value _____ Retro Change in Unit Value _____
Other _____

(1) STUDENT COMMENTS: ***Explain why this action is late (back of petition may be used if necessary)***

Student's Signature _____ Date _____
****

(2) INSTRUCTOR COMMENTS: ***Did the student complete the final exam or requirements for this course? When did student last attend this course (if available)?What was the student's grade when he/she stopped attending the course?***

_____ Date: _____
Instructor's Signature
****

(3) ACADEMIC ADVISOR'S Recommendation:

_____ Date: _____
Academic Advisor's Signature
****

DEAN'S ACTION **APPROVED** ( ) **DENIED** ( )

_____ Date: _____ 02/04JCB
DEAN'S SIGNATURE