

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: Print and 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 all late fees.**

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

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 Notes:**

Date: _____

Academic Advisor's Signature

DEAN'S ACTION APPROVED () DENIED ()

Date: _____

DEAN'S SIGNATURE