

UNIVERSITY OF CALIFORNIA, RIVERSIDE
SCHOOL OF PUBLIC POLICY

PETITION FOR LATE OR RETROACTIVE CHANGES
(Submit this completed petition to the SPP Advising team in Sproul Hall 1223)

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

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(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?

Instructor's Signature Date:

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(3) ACADEMIC ADVISOR Notes:

Academic Advisor's Signature Date:

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DEAN'S ACTION APPROVED ( ) DENIED ( )

DEAN'S SIGNATURE Date: