

# **CED Summer Sessions Student Record Change Form (SRCF)**

## **Instructions and required documentation for online petitions**

**NOTE:** Simultaneous degree students need approval from both colleges.

### **1. NCAA Athletes**

If you are a member of the NCAA, select the 'NCAA Athlete' option while completing the online SRCF. Your Faculty Athletic Representative will receive an email requesting review of your submitted SRCF, and must CalNet authenticate to Approve or Deny it, instead of providing hardcopy stamped documentation.

### **2. Personal Statement**

When the SRCF prompts you to upload documents, upload a PDF of a brief personal statement, no longer than one typed page, outlining the reasons you believe your request merits an exception by the Dean. This statement should include a clear, chronological explanation of the extenuating circumstances that led to this request and how these circumstances affected your academic work in the course in question (as opposed to your other courses), including relevant and specific dates and facts; and an explanation of any delay between the events referred to in your statement and the filing of this petition.

Among other things, extenuating circumstances do **not** include:

- Not needing or wanting a class
- Poor performance or not knowing how you are doing in a class
- Not knowing or forgetting procedures or deadlines

### **3. Documentation**

Upload PDFs of supporting documentation for your extenuating circumstances (verification of changes in employment, medical documentation, accident and police reports, proof of travel, etc.) Note: all medical documentation must be evaluated by the Tang Center in order to be considered by the Dean; University Health Services may then issue you a "Verification/Evaluation of Medical Care" form to be turned into a PDF and uploaded with your SRCF. If you have seen a non-UC Berkeley provider for psychological care, please provide a PDF of the completed "Summary of Psychological Care" available at the forms and documents page <http://ced.berkeley.edu/advising/form>, under "Course Enrollment/Planning."

### **4. Faculty Verification**

Your instructor of record will receive an email requesting a description of your academic performance and attendance before and after the circumstances leading to your request for late drop, change of grading option, or change of variable units. For a late add, the instructor will be requested to enter comments of support and explanation.

The instructor's email will tell the instructor to go to a specific URL, CalNet authenticate, and provide this (and a grade if required), instead of providing a letter written on department letterhead stationery, signed by the instructor and submitted by you in a sealed departmental envelope.