

Please read carefully: The Haas Undergraduate Program policy requires students to finalize their course schedules by established deadlines. A schedule change after the deadline requires an exception to the rules by the Executive Director. Therefore, we consider requests for late changes only in the case of extenuating circumstances. Petitions should be submitted as soon as possible following the event(s) leading to the request.

For Summer Sessions courses, your petition must consist of a completed online Student Record Change Form (SRCF) with a personal statement explaining those circumstances, and documentation of the extenuating circumstances, if applicable, that you have uploaded into the SRCF as PDF(s). Follow the instructions displayed as part of this online SRCF.

Extenuating circumstances are defined as, but not limited to: Events or circumstances beyond your control that had a significant impact on you that:

- 1) prevented you from acting by the relevant deadline, or
- 2) arose unexpectedly after the deadline.

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

- 1) not needing or wanting a class,
- 2) not doing well in a class,
- 3) not knowing you were still enrolled in a class,
- 4) not knowing the deadline or procedure for changing your schedule,
- 5) forgetting to make an intended change,
- 6) not knowing how well you were doing in the class by the deadline,
- 7) having too heavy a course load,
- 8) wishing to improve your GPA.

Unexplained or excessive delay between discovering the necessity of filing a petition and submitting via the SRCF it may be grounds for denial.