

California State University, San Bernardino  
College of Extended & Global Education

**PETITION TO ADD AFTER THE CENSUS DATE**

**INSTRUCTIONS:** 1) Present this petition to the instructor for approval. 2) Present this petition to the Department Chair of the course for approval. 3) Upon approval, this petition must be submitted to the College Dean of the course for final approval. 4) If approved by the Dean, this petition must be submitted to the College of Extended & Global Education (CEGE), located in Sierra Hall 101, for processing. 5) If the petition has received all necessary approvals, the CECE representative will add the course to your class schedule.

NAME \_\_\_\_\_ COYOTE ID # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**COURSE INFORMATION**

CLASS NUMBER \_\_\_\_\_ COURSE NAME AND SECTION# (i.e. Psych 100-01) \_\_\_\_\_ QUARTER & YEAR \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ MAJOR \_\_\_\_\_ TOTAL UNITS CURRENTLY ENROLLED \_\_\_\_\_

STUDENT CLASS LEVEL:  UNDERGRADUATE  GRADUATE/POSTBACCALAUREATE

**REASON FOR PETITION**

Check Applicable Reason For Petition

ILLNESS  WORK CONFLICTS  MILITARY ORDERS  OTHER \_\_\_\_\_ Describe **in detail** reason for petition. (Attach supporting documentation)

I understand that the petitioning procedures are for serious and compelling reasons.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**INSTRUCTOR, DEPT CHAIR & COLLEGE DEAN OF THE COURSE**

*Note to instructor: This petition process is for **serious and compelling reasons** for adding after the census date. Please remind the student that this process is for reasons due to illness, serious personal problems or difficulties **that are beyond the student's control**. **Failing to add during the registration period is not an acceptable excuse.***

PLEASE ADD STUDENT } Student has attended class continuously and has completed all course work and exams to date.

REQUEST DENIED } Reason \_\_\_\_\_

APPROVED

DENIED

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean's Signature

\_\_\_\_\_  
Date

**CEGE OFFICE USE ONLY**

APPROVED  DENIED: Reason \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
By

Student Services Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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