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 <u>of the course</u> for approval. **3)** Upon approval, this petition must be submitted to the College Dean <u>of the course</u> for final approval. **4)** If approved by the Dean, this petition must be submitted to the College of Extended & Global Education (CEGE), located in CGI 301B, for processing. **5)** If the petition has received all necessary approvals, the CEGE 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

<u>Note to instructor</u>: *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 <u>that are beyond the student's control</u>. **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**