

California State University, San Bernardino
COLLEGE OF EXTENDED & GLOBAL EDUCATION

PETITION TO **DROP** AFTER THE CENSUS DATE

INSTRUCTIONS: A Separate petition with documentation must be completed for EACH class being dropped. Present this petition to the instructor for signature, then the Department Chair for a signature. Upon Approval, present this petition to the College Dean/ Associate Dean in which the course resides for signature and then bring to CGI-301B for final approval. **This is not a petition for a refund, no refunds given after census.**

NOTE: Dropping after census will assign a grade of "W" (withdrawal).

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

() Approve () Disapprove
Reason: _____

() Approve () Disapprove
Reason: _____

() Approve () Disapprove
Reason: _____

Instructor's Signature Date

Department Chair's Signature Date

Dean/ Associate Dean's Signature Date

FINAL PROCESS / CEGE OFFICE USE ONLY

() APPROVED () DENIED: Reason
Date:

Student Services Manager: _____ Date: _____

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