



College of Extended and Global Education
Continuous Enrollment / Comprehensive Exam / Graduate Portfolio Petition Form

PETITION TO ADD AFTER CENSUS

Name: Last First Student ID:

Mailing Address:

Best Contact Number: Email Address:

Term: Fall Winter Spring Summer Year:

Schedule# Section# Course # Course Title:

Reason for Petition: Please describe in detail reason for petition. (Attach supporting documentation).

Four horizontal lines for providing details on the reason for the petition.

Student Signature: Date:

Course Instructor & Department Chair/Director Signature

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

Please Add Student Request Denied

Reason:

Two horizontal lines for providing details on the reason for the instructor's decision.

Instructor's Signature

Date

Department Chair/Director Signature Date

CEGE - OFFICE USE ONLY

Received by & Date:

Records Approved by & Date:

Approved Denied

Reason:

Dean/Director Signature: Date: