

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 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

*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: _____

190315