CALIFORNIA STATE UNIVERSITY
# SAN BERNARDINO
**College of Extended & Global Education**

## PETITION TO **ADD/DROP** AFTER THE CENSUS DATE

☐ADD After Census     ☐Drop After Census

Term: ☐Fall     ☐Winter     ☐Spring     ☐Summer     Year: _____          Class Level: ☐UGRD     ☐GRAD

Last Name: _____ First name: _____ ID# _____

Phone: _____ Email: _____ Total units enrolled: _____

**INSTRUCTIONS:** 1) Obtain instructor approval. 2) Obtain Dept. Chair approval. 3) Obtain the College Dean of the course approval (**Only required for Open University Drops After census. CEGE program Drops after census are signed by the CEGE Dean/Director**). 4) Submit the completed petition to the College of Extended & Global Education in CGI 301B for processing.

- A separate petition must be completed for each class being added/dropped.
- This is not a petition for a refund; no refunds are given after the census.
- Dropping after census will assign a grade of "W" (withdrawal).
- Students must pay a $25 late fee per class to add a class after the census.

## Course Information

Class #_____ Course Name & Section (i.e., psych 100-01) _____

Course Title _____

## Reason for Petition

Please describe in detail the reason for the petition. (Attach supporting documentation)
_____
_____
_____

I understand petitioning procedures are for serious and compelling reasons. Failure to add/drop during registration is not an acceptable excuse.

Student Signature: _____Date: _____

## Instructor, Dept. Chair, Dean Signatures

☐Approved ☐Denied                ☐Approved ☐Denied                ☐Approved ☐Denied


_____     _____     _____
**Instructor**                **Date**     **Department Chair**          **Date**     **Dean/ Associate Dean          Date**
                                                                       **CEGE Dean/Director**
                                                                          **(Drop after Census ONLY)**


Deny Reason: _____


## CEGE Office Use Only

☐Add/Drop Approved  ☐Add/Drop Denied

Dean/Director Signature: _____  Date: _____


Updated 231010