

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 CEGE Dean/Director <small>(Drop after Census ONLY)</small>	Date
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Deny Reason: _____

CEGE Office Use Only

Add/Drop Approved Add/Drop Denied

Dean/Director Signature: _____ Date: _____