

Late Add Petition

Late Add Petition Process: Campus departments and faculty receive credits only for official enrollments completed by each semester's census date. Only cases which can document a "technical error" on the part of the University, beyond the control of the student, will be considered after these dates. In addition, students must have been "eligible to enroll" by the census date to be considered. This includes, but is not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Students must be aware that expectations are completely at the discretion of the College and the University (either may deny the student's petition), and that the definition of "eligible to enroll" will become narrower as the semester progresses. Students will be notified in writing as to the results of their petition within two weeks of receipt.

Campus I.D.#: _____

Name: _____ SSN (NEW Students Only): _____ - _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail address: _____ Telephone: _____

Course: _____ Department: _____

Course#: _____ Class#: _____ Section#: _____ Units: _____

Term:

Explanation: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

College Dean Signature: _____ Date: _____

CPIE USE ONLY			
<input type="checkbox"/> Disqualified	<input type="checkbox"/> Discontinued		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Open University	<input type="checkbox"/> Credit/Self Support Course
Signature: _____		Date: _____	