

PETITION FOR LATE CHANGE OF SECTION

Prior to the last day to withdraw from a class, a student may petition, using this form, to move from one section of a course to another concurrent section/same length of the same course.
This process is to be undertaken only in unusual circumstances.

Last Name _____ First Name _____ Student ID Number: _____

Email Address _____ Phone Number: _____

Student's Explanation of Reason for Change:

Student should attach copies of the syllabi from both the planned dropped and added class to this form.

I hereby petition to **ADD** the following section of the same course to my program:

COURSE #	COURSE NAME & NUMBER (Example: MATH 90)	# OF UNITS	Instructor's signature

I hereby petition to **DROP** the following course:

COURSE #	COURSE NAME & NUMBER (Example: MATH 90)	# OF UNITS	Instructor's signature

Dropping Instructor: Please attach comments and a current progress report or indicate a current grade standing for the "adding" instructor.

Student's Signature _____ Date _____

Division Chair's Signature _____ Date _____

Approve or Deny and Comments:

Instructional Dean's Signature _____ Date _____

Approve or Deny and Comments:

Petition was: GRANTED DENIED

Director of Admissions & Records Signature: _____ Date: _____

Student Notified: _____ By: _____