



Office of Admissions and Records

**PETITION TO CHANGE SECTION/ LEVEL AFTER OFFICIAL DEADLINE**

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Last Name                      First Name                      Middle                      Student ID Number

After the last day to add a semester-length class a student may change a semester-length class only under unusual circumstances and in one of the specific categories listed below.

1. Changing to a higher or lower level in sequential courses.
2. Changing to a different section of the same course.

My reason for this petition is: \_\_\_\_\_

I hereby petition to add the following course to my program: Date class started: \_\_\_\_\_

_____ Course Ref. No. (Ex. 21345)	_____ Subject-Number Section (Ex. ENGL 100 AA)	_____ Units	_____ Instructor's Signature	_____ Date
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AND

I hereby petition to drop the following course:

_____ Course Ref. No. (Ex. 20221)	_____ Subject-Number Section (Ex. ENGL 800AC)	_____ Units
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_____ Student's Signature	_____ Date
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_____ Division Dean's Signature	_____ Date
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(Division Dean's Signature indicates approval of the change of program.)

Student must return this petition with the required signatures, to the Admissions and Records Office.

**FOR OFFICE USE ONLY**

\_\_\_\_ Approved    \_\_\_\_ Denied    Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ M09-09/03