SDSU - College of Extended Studies

Petition for Special Consideration – Late Registration or Withdrawal

Return to the College of Extended Studies Registration Office, Gateway 1539

(See below for instructions)

_____ _____

Last First Middle Date

_____ _____

Street (please use a local mailing address) SDSU Red ID Number

_____ _____

City State Zip Telephone

May we contact you by e-mail if we have questions about your petition? _____Yes _____No

Email address_____

Action to be Reviewed

- ❑ Late registration
- ❑ Late withdrawal
- ❑ Change of grading basis
- ❑ Drop/add even exchange of courses
- ❑ Refund request only

Course Information

Semester/Year: _____

Schedule # _____

Dept/Course#_____

Grading Status (check one):

Letter_____ Credit/NC____ Audit____

Additional Mandatory Information

1. Attach a typed statement describing the request
2. Attach documentation supporting the request (See instructions on back for guidelines)

Instructor's Signature_____ Date_____ Grade to date_____

(Instructor's signature indicates awareness of student's request, not approval. Approval of this petition requires review by the Registrar and College committee to insure adherence to university policy.)

Student's Signature_____ Date_____

Your petition is being returned to you for the following reason:

_____

_____

Office use only

Action: **Approved** **Denied** **Resubmit**

Comments_____

_____

Date

White copy: CES *Yellow copy: to be mailed w/decision* *Pink copy: student*

SDSU - College of Extended Studies
Petition for Special Consideration Instructions

This form is for Registration, Drop or Withdrawal, or Change of Grading Basis after deadline dates have passed.

Petitions may be submitted for fully documented serious and compelling circumstances. Petitions must be submitted within one calendar year from the end date of the course. Petitions submitted after one year will be returned. A separate petition is required for each course.

Petition submittal fee is $20 (non-refundable). Late registration requests require full payment (inc. $25 late fee) attached when submitted. All payments must be made in certified funds (cash, cashier's check or money order).

1. Fill out the petition completely. It is your responsibility to provide evidence of serious and compelling reasons. You must attach a statement describing your request and appropriate documentation. Documentation must be on appropriate letterhead. Confidential documentation may be submitted in a sealed envelope and addressed to the College of Extended Studies Petition Committee for review.

2. Obtain the instructor's signature, indicating he/she is aware that you are requesting this action. Ask the instructor to indicate your grade to date if applicable. The instructor's signature indicates awareness of student's request. Approval of the petition requires review by the College of Extended Studies Petition Committee to insure adherence to university policy.

3. Return the completed form with documentation to the College of Extended Studies Registration Office, Gateway 1539, 5250 Campanile Drive, San Diego CA 92182-1919.

4. The deadline to submit a Petition for Special Consideration request is one year after the end date of the course. Petitions submitted after one year will be returned.

5. Once submitted, the petition process will take approximately 7-10 business days before a decision is made.

6. The College of Extended Studies registration office will mail the approved or denied petition to the address listed on the form. The petition fee of $20 is non-refundable.

7. If the petition is approved:
   a) you will be enrolled or withdrawn from class
   b) refunds, if approved, will take approximately four weeks.

Some reasons acceptable for petitioning include:

- Serious medical issues (include documentation from a licensed health care provider)
- Death in the family (acceptable documentation may include a death certificate, published obituary, or other documents)
- Compulsory military service