

## SDSU - College of Extended Studies Petition for Special Consideration

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

**Action(s) to be Reviewed: (select all that are relevant)**

- |  |  |
|--|--|
| <input type="checkbox"/> Late Registration (tuition + \$25 late fee)                                   | <input type="checkbox"/> Change of Grading Basis (Cr/NCR, Letter, Audit) |
| <input type="checkbox"/> Late Drop/Withdrawal<br>(Drop= class is removed/ Withdrawal= W on transcript) | <input type="checkbox"/> Drop/Add- Even Exchange of Courses              |
| <input type="checkbox"/> Refund Only (course(s) already dropped)                                       | <input type="checkbox"/> Other: _____                                    |

**Relevant Course Information:**

Semester/Year: \_\_\_\_\_ Sch #: \_\_\_\_\_ Dept/Course # \_\_\_\_\_

Instructor's Signature\* \_\_\_\_\_ Date \_\_\_\_\_ Grade to date \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Sch #: \_\_\_\_\_ Dept/Course # \_\_\_\_\_

Instructor's Signature\* \_\_\_\_\_ Date \_\_\_\_\_ Grade to date \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Sch #: \_\_\_\_\_ Dept/Course # \_\_\_\_\_

Instructor's Signature\* \_\_\_\_\_ Date \_\_\_\_\_ Grade to date \_\_\_\_\_

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

**Checklist Before Submission:**

- \$20.00 non-refundable fee attached with petition (required)
- Statement describing the reason for the request attached with petition (required)
- Supporting documentation attached (ex. medical documents, obituaries, letters, etc).
- Transaction Form (required for any changes to course including add/drop/withdrawal)
- Audit or Credit/No Credit Form (required for change of grading basis)

By signing this form, I certify that all of the information is correct and any necessary attachments are included:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

Action: Approved Denied Resubmit

Comments \_\_\_\_\_

Date \_\_\_\_\_

**SDSU - College of Extended Studies**  
**Petition for Special Consideration Instructions**

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

Petitions may be submitted for fully documented serious and compelling circumstances.

Petition submittal fee is \$20 (non-refundable). Late registration requests require full payment (including \$25 late fee) attached. Payment may be submitted by: cash, cashier's check, money order or credit card. Personal checks are not accepted.

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 include documentation on the 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. Approval of this petition requires review by the College of Extended Studies Petition Committee to insure adherence to university policy.
3. Return the completed form by US Mail with documentation to the College of Extended Studies Registration Office, Gateway 1539, 5250 Campanile Drive, San Diego CA 92182-1919. Petitions may also be submitted in person, by secure fax to 619 594 0147 or by secure email (contact the CES Registration office for instructions). Do not use standard email.
4. Once submitted, the petition process will take approximately 7-10 business days before a decision is made. The College of Extended Studies registration office will mail the decision to the address listed on the form.
5. If the petition is approved:
  - a) The appropriate action will be completed (enrolled, dropped, withdrawn, change of grading basis). Drop or withdrawal decisions will be based on timing of request and circumstance/documentation.
  - b) Any refunds, if approved, will take approximately four weeks. All refunds are subject to a \$21.00 administrative fee.

**Some reasons acceptable for petitioning include:**

- Serious medical issue of student or immediate family (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 (documentation of unexpected military deployment)
- Unexpected employment conflicts (documentation from employer required)