

## Before you submit your CCE ADD/Drop Petition, please carefully review the following information

### ADD POLICY:

- CCE Students are expected to add courses by using “My Sac State” ([www.my.csus.edu](http://www.my.csus.edu)) or by calling in at (916) 278-6984 during regular 8-5 business hours prior to the first day of class. A late registration fee of \$25 may be applied for registering after the course has started.
- During the first 10% of class, you may add courses without needing special approval.
- After 10% of your class has elapsed (for full semester classes: after the 2<sup>nd</sup> week of the semester) you will be required to submit the CCE add petition:
  - Through the first 25% of class (for full semester classes: until Census Date)
    - Add requests require the approval of the instructor and department chair. You need to obtain the instructor’s approval either by having them sign your add petition or having them email your program coordinator directly with their written approval for you to add. It is your responsibility to ask the instructor to email the program coordinator. You must also obtain the campus department chair’s (or designee’s) approval in the same manner.
  - Adds after the first 25% of class (for full semester classes: after Census Date)
    - Adds are not approved unless you present evidence of University error that prevented your timely registration. University error does not include failure to meet all payment deadlines. State your reasons for a late add request on a separate page and attach the CCE Add/Drop Petition along with verification of the circumstances. You need to obtain the instructor’s approval either by having them sign your add petition or having them email your program coordinator directly with their written approval for you to add. It is your responsibility to ask the instructor to email the program coordinator. You must also obtain the campus department chair’s (or designee’s) approval and the in the same manner.
- The petition and documentation should be submitted to your CCE program coordinator.

### DROP POLICY:

- Although instructors may exercise their authority to administratively remove any student who fails to attend during the initial period of instruction, students should not assume they will be dropped. It is the responsibility of the student to drop themselves from the course or petition to drop after the deadline. Not attending or logging into class does not automatically drop you from the course nor does it remove your responsibility to drop yourself from the course. Students will receive a final grade of “F” or “WU” in courses they fail to drop officially.
- Students wishing to withdraw from **all** courses, should fill out the Semester Withdrawal Form. Contact your program coordinator for the form.
- During the first 10% of your class (for full semester classes: through the 2<sup>nd</sup> week of the semester):
  - You may drop online in your Student Center at [www.my.csus.edu](http://www.my.csus.edu) or by calling CCE Credit Registration during regular 8-5 business hours at (916) 278-6984.
- After 10% of your class has elapsed (for full semester classes: after the 2<sup>nd</sup> week of the semester) you will be required to submit the CCE drop petition. Depending on what point you are dropping after 10% of the class has elapsed, you are required to obtain and submit specific documentation:
  - Through the first 25% of your class (for full semester classes: until Census Date)
    - You need to obtain the instructor’s approval either by having them sign your drop petition or having them email your program coordinator directly with their written approval for you to drop. It is your responsibility to ask the instructor to email the program coordinator. You must also obtain the campus department chair’s (or designee’s) approval in the same manner.
  - After the first 25% through the first 40% of your class (for full semester classes: from Census through the 6<sup>th</sup> week of the semester)
    - You will need to follow the above procedures to submit your drop petition with both instructor and chair (or designee) approval, and also attach documentation of “serious and compelling” reasons why you need to drop.
  - After the first 40% of your class (for full semester classes: after the 6<sup>th</sup> week of the semester):
    - Drops are only approved due to career or medical related reasons beyond the control of the student (a student initiated job change, carrying an excessive work load or inadequate preparation does not qualify). The petition with all approvals including the College Dean’s (or designee’s) approval and documentation as outlined above must be submitted.
  - After 75% of the class has elapsed (for full semester classes: after the 8<sup>th</sup> week of the semester)
    - Drops are not permitted except in cases of documented emergencies beyond the student’s control *which occur after 75% of the class elapsed*. The petition with approvals and documentation must be submitted as outlined above. It is not possible to withdraw after the last day of instruction in a class.
- The petition and documentation should be submitted to your CCE program coordinator.

**Before you submit your CCE ADD/Drop Petition, please carefully review the following information**

**REFUNDS:**

- Obtaining approval to drop a class does not grant you an automatic refund for course fees.
- Refunds are still issued per your program's refund policy. Generally, refunds are allowed according to the following timeline:
  - If you drop *before* the day the class starts, you will get a full refund minus a \$10 processing fee.
  - If you drop *any time within* the first 25% of the course, including the first day of class, you will get a 65% refund minus a \$10 processing fee. If you have not paid for your course yet, you will still owe the other 35% of your tuition. This fee will remain due on your account.
  - If you drop *after* the first 25% of the class has lapsed, you will not receive a refund. If you have not paid for your course, all fees will remain due on your account.
- If you dropped after the full or partial refund deadline and would like to request a refund, please contact your program coordinator.
- Again, not attending or not logging into your class does not remove your responsibility to pay your course fees if you are still officially enrolled.

**DESIGNEES:**

- The department chair and/or college dean may allow your program's faculty coordinator to act as their designee and sign you petition on your behalf. Please check with your program coordinator to see if a designee's signature is permitted.



**PETITION TO ADD/DROP FROM COURSES AFTER DEADLINE**

Semester

Year

Name

Student ID number

Last, First, M.I.

Address

City

State

Zip

Phone ( )

Email

Withdrawal "W" units to date\*

\*If 18 units of W grades have been or will be reached with this drop, a supplemental Petition for Exception is required. See your program coordinator for details.

**ADD COURSE**

| CLASS NO.<br>(ex: 35609) | DEPT & CAT NO.<br>(ex: CRJ 101) | SECT<br>(ex: 50) | UNITS<br>(ex: 3) | INSTRUCTOR APPROVAL<br>(signature or attach email) | DATE |
|--------------------------|---------------------------------|------------------|------------------|--|------|
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |

**DROP/WITHDRAW FROM COURSE**

| CLASS NO.<br>(ex: 35609) | DEPT & CAT NO.<br>(ex: CRJ 101) | SECT<br>(ex: 50) | UNITS<br>(ex: 3) | INSTRUCTOR APPROVAL<br>(signature or attach email) | DATE |
|--------------------------|---------------------------------|------------------|------------------|--|------|
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |
|                          |                                 |                  |                  |  |      |

If requesting to add after 25% of the class has elapsed, you **must** attach documentation of University error that prevented your timely registration.

**Department Chair** \_\_\_\_\_ Date \_\_\_\_\_  
or Designee (Signature or proxy email)

*Required if after 6th week or 40% of class:*

**College Dean** \_\_\_\_\_ Date \_\_\_\_\_  
or designee (Signature or proxy email)

Designee: Can be your program's faculty coordinator. Please contact your coordinator to confirm if your faculty coordinator is approved as the chair and/or dean designee.

If requesting to drop after 25% of the class has elapsed, you **must** attach documentation of your serious and compelling reasons to drop.

**Department Chair** \_\_\_\_\_ Date \_\_\_\_\_  
or Designee (Signature or proxy email)

*Required if after 6th week or 40% of class:*

**College Dean** \_\_\_\_\_ Date \_\_\_\_\_  
or designee (Signature or proxy email)

Designee: Can be your program's faculty coordinator. Please contact your coordinator to confirm if your faculty coordinator is approved as the chair and/or dean designee.

**OFFICE USE ONLY**

Class added      Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Class not added      Initials \_\_\_\_\_ Date \_\_\_\_\_  
Reason: \_\_\_\_\_

**OFFICE USE ONLY**

Class dropped      Initials \_\_\_\_\_ Date \_\_\_\_\_  
 Class not dropped      Initials \_\_\_\_\_ Date \_\_\_\_\_  
Reason: \_\_\_\_\_