



# PETITION TO ADD/DROP AFTER DEADLINE

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

NAME \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_  
Last, First M.I.

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY OR MESSAGE PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

1. Read the University add and drop policies on the back of this form. **A \$10 late fee (check/money order only) applies to add transactions completed after the fourth week of instruction.**
2. The accuracy of your registration is your responsibility. You must obtain necessary signatures and deliver the signed form to the proper offices.
3. Write or type your reasons for requesting a late add/drop on a separate page, and attach with documentation to the signed petition.
4. Use a separate form for each academic department.
5. Verify the accuracy of your classes by checking "My Sac State" (<https://www.my.csus.edu>) or at the Admissions and Records Office.

ADD THIS COURSE					
5-DIGIT CLS NO	DEPT & CAT NO	SECT	UNITS	INSTRUCTOR SIGNATURE	DATE

DEPARTMENT CHAIR \_\_\_\_\_  
(required after 2nd week of semester) Date \_\_\_\_\_

COLLEGE DEAN \_\_\_\_\_  
(required after 4th week of semester) Date \_\_\_\_\_

VICE-PRESIDENT'S DESIGNEE \_\_\_\_\_  
Registrar's Office, LSN Lobby  
(required after 4th week of semester) Date \_\_\_\_\_

OFFICE USE ONLY

Class added: Initials \_\_\_\_\_ Date \_\_\_\_\_

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

Reason: \_\_\_\_\_

DROP THIS COURSE					
5-DIGIT CLS NO	DEPT & CAT NO	SECT	UNITS	INSTRUCTOR SIGNATURE	DATE

DEPARTMENT CHAIR \_\_\_\_\_  
(required after 2nd week of semester) Date \_\_\_\_\_

COLLEGE DEAN \_\_\_\_\_  
(required after 6th week of semester) Date \_\_\_\_\_

**Department staff will not submit approved petitions to the Registrar's Office. Students are responsible for meeting all University add/drop deadlines by delivering this petition to the Registrar's Office.**

OFFICE USE ONLY

Class dropped: Initials \_\_\_\_\_ Date \_\_\_\_\_

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

Reason: \_\_\_\_\_

## ADD POLICY:

- Students are expected to add courses by using “My Sac State” (<https://www.my.csus.edu>) until the end of the second week of the semester. Adds that require instructor permission must be added using an add permit available from the academic department.
- Late adds in weeks three and four of the semester may be approved for serious and compelling reasons by the instructor and department chair. Write your reasons for a late add request on a separate page and attach to this petition along with verification of the circumstances. Submit approved petition to the academic department office.
- Adds are not approved after week four (the census date) unless students present evidence of University error that prevented their timely registration. Write your reasons for a late add request on a separate page and attach to this petition along with verification of the circumstances. Obtain signatures of the instructor, department chair, and college dean. Submit petition to the Registrar’s Office for consideration by the vice president (or designee). **A late fee of \$10 will be collected (check/money order only).** Check back with the Registrar’s Office two business days after submitting the petition. If the add is not approved, the fee will be returned to you. If approved, the Registrar’s Office will add the course to your schedule.
- **Adds for audit must be noted on the petition, and the petition must be submitted to the Registrar’s Office. No adds for audit are permitted after the census date.**

## DROP POLICY:

Although instructors may exercise their authority to administratively remove any student who fails to attend during the first two weeks of instruction, students should not assume they will be dropped. Students will receive a final grade of “F” or “WU” in courses they fail to drop officially.

- Until the end of the second week of instruction each semester, students are expected to drop courses by using “My Sac State” (<https://www.my.csus.edu>). Students will be charged registration fees for all courses not dropped by this deadline.
- After the second week of instruction, drops are permitted only for serious and compelling reasons. Drops during the third through the sixth week require the signature of the course instructor and the department chair. Submit drop petitions to the Registrar’s Office after the fourth week. Drops after the fourth week of instruction will result in a “W” grade. Reasons for dropping include medical, carrying an excessive course load, student’s inadequate academic preparation for the course, or the student having significant job or career changes.
- After the sixth week of the semester, all drops require the approval of the course instructor, department chair, and the college dean. **Drops during this period must be for medical or career-related reasons beyond the control of the student and must be verified in writing by a doctor or employer.** A student-initiated job change does not qualify.
- No drops are allowed after the last week of instruction.