# Petition to Change Course/Section

**CITY COLLEGE OF SAN FRANCISCO**

**Petition to Change Course/Section**

- **Fall, Spring, Summer**
- **Year:** 20__

## Student's Information

- **Student's Name:** Last, First
- **Student's Signature:**
- **Student's ID:**
- **Date:**

## Course to Be Dropped

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>CRSE</th>
<th>Days</th>
<th>Times</th>
<th>Instructor's Signature *</th>
</tr>
</thead>
</table>

## Course to Be Added

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>CRSE</th>
<th>Days</th>
<th>Times</th>
<th>Instructor's Signature *</th>
</tr>
</thead>
</table>

## Department Chair/Designee Signature

- A Department Chair/Designee must sign this form or it is not valid.

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**Note to Faculty:** After the official deadline to add a class has passed, a student may change a course or section only if s/he is:

1. Changing to a higher or lower level in sequential courses.
2. Changing to a different section of the same course and must be submitted no later than the last day to submit a late add published in the Instructional Calendar.

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**Copies:** White - Registration Center • Canary - Student

Received by: __________ Date: __________
Processed by: __________ Date: __________