

TO: Committee on Academic and Professional Standards

RE: Petition to **CHANGE SECTIONS OF A COURSE AFTER THE DEADLINE**

Name: _____ ID#: _____

Local Address: _____ Phone: _____

College (circle one): A&S CBA ENGR NURS Class: _____ Major(s): _____

Expected month/year of graduation: _____ Degree expected: _____

I request permission to change my official registration as indicated below:

Department: _____ Course Number/Section: _____ Title: _____ Credits: _____

To change the original section of this course:

FROM: Section: _____

TO: Section: _____

REASON FOR REQUEST (Use other side if necessary):

Student's Signature: _____ Date: _____

PLEASE OBTAIN THE FOLLOWING SIGNATURES FOR APPROVAL:

(Instructor's Signature – ORIGINAL Section) (Date) Yes _____ No _____ No Opinion _____

(Instructor's Signature – NEW Section) (Date) Yes _____ No _____ No Opinion _____

(Department Chair/Dean CBA, CON) (Date) **APPROVED** _____ **DENIED** _____

THE CHAIR OR DEAN WILL FORWARD A COPY TO THE OFFICE OF THE REGISTRAR AND A COPY TO YOU.