



REGISTRAR'S OFFICE

98 Main Street, Henniker, NH 03242

TEL# 603.428.2203

FAX# 603.428.2487

Email: registrarsoffice@nec.edu

Petition Form

Students should complete sections I – III below and obtain signatures for sections IV, and V BEFORE asking for the Collegium Chair's or Division Dean's signature (w/in student's major). Please note that separate petitions are required for each action listed in section II.

PLEASE RETURN THE PETITION FORM TO THE REGISTRAR'S OFFICE

I.

Name, NEC ID#, NEC Box #, Advisor, Major, Date

II.

I Petition to: (check one box only)

Add/Drop a course late

Table with columns: Add/Drop, CRN, Course #, COURSE TITLE

Change P/NR to Letter Grade

Table with columns: CRN #, Course #, COURSE TITLE

Other – Please specify:

Withdraw from a course late

Table with columns: CRN, Course #, COURSE TITLE

FOR OFFICE USE ONLY: Date Rec'd, Credits Earned, Sem GPA, Cum GPA

THIS SECTION TO BE COMPLETED BY STUDENT FINANCIAL SERVICES COUNSELOR FOR LATE WITHDRAWAL:

As the student financial services counselor, I HAVE discussed the impact this course withdrawal will have upon the student's ability to meet Satisfactory Academic Progress requirements and the impact this course withdrawal may have upon the student's ability to continue receiving federal student financial aid.

Notes:

SFS Counselor's Signature Date

Petition for: Fall, J-Term, Spring, Summer Term I, II, III, Year

III. Reason for Petition (attach separate sheet if necessary):

IV. Instructor's Remarks:

Recommend, Do Not Recommend, No Recommendation

Signature Date

V. Advisor's Remarks:

Recommend, Do Not Recommend, No Recommendation

Signature Date

VI. Academic Affairs/Academic Standards Committee/Collegium Chair's or Division Dean's Signature REQUIRED

Approved Date

Refused Date

Comments: