PETITION

Students should complete sections I – III below and obtain signatures for sections IV, and V BEFORE asking for the Associate 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
     CRN #   Course #   COURSE TITLE
     Add
     Drop
   □ Change P/NR to Letter Grade
     CRN #   Course #   COURSE TITLE
   □ Other – Please specify: __________________________________________________________
   □ Withdraw from a course late
     CRN #   Course #   COURSE TITLE

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 ☐ 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/Associate Dean’s Signature REQUIRED
   Approved ☑ __________________________ Date __________________________
   Refused ☑ __________________________ Date __________________________

Comments:

Original to: Registrar

Updated 2019