

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

<input type="checkbox"/>	CRN	Course #	COURSE TITLE
Add			

<input type="checkbox"/>	CRN	Course #	COURSE TITLE
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: