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
     ☐ Change P/NR to Letter Grade
     ☐ Other – Please specify: ______________________________________________________
     ☐ Withdraw from a course late

     CRN # Course #       COURSE TITLE
     Add
     Drop

     CRN # Course #       COURSE TITLE
     Change P/NR to Letter Grade

 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:

Original to: Registrar  Copies to: Advisor & Student  Updated 5/15-HP