



PETITION TO CHANGE COURSE/SECTION

FALL__ SPRING__ SUMMER__
YEAR: 20__

STUDENT NAME: LAST, FIRST	STUDENT ID NUMBER:
STUDENT SIGNATURE:	DATE:

COURSE TO BE DROPPED:	CRN	SUBJECT	COURSE	DAYS	TIME	INSTRUCTOR'S SIGNATURE*

COURSE TO BE ADDED:	CRN	SUBJECT	COURSE	DAYS	TIME	INSTRUCTOR'S SIGNATURE*

DEPARTMENT CHAIR OR DESIGNEE SIGNATURE:		A DEPARTMENT CHAIR/DESIGNEE MUST SIGN THIS FORM OR <u>IT IS NOT VALID</u>
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<p>*Note to Faculty: After the official deadline to add a class has passed, a student may change a course or section only if they are:</p> <ol style="list-style-type: none"> 1. Changing to a higher or lower level in sequential courses. 2. Changing to a different section of the same course and must be submitted no later than the last day to submit a late add published in the Instructional Calendar. 	<p style="text-align: right;">Received By: _____ Date: _____</p> <p style="text-align: right;">Processed By: _____ Date: _____</p>
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