



PETITION FOR SECTION CHANGE

FALL YEAR: 20_____
 SPRING
 SUMMER
 WINTER

Prior to the withdrawal date (75%) of a class, a student may petition, using this form, to move from one section of a course to another concurrent section/same length of the same course.

Instructions for Section Change:

- Do NOT drop your current course. If approved, A&R will drop it for you.
- Student **MUST** list both course titles (must be matching), section numbers, and obtain signatures from **BOTH** instructors (**REQUIRED**).
- Petition must be received within the current semester and **BEFORE** the withdrawal drop date.
*If the withdrawal deadline is passed, this form cannot be accepted and you cannot change sections.
- One section change request per petition.
- Attach a typewritten statement that explains the reasons for needing the change.
- Petitions not adhering to these instructions will be denied or returned.

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

COURSE TO BE DROPPED:	SECTION	COURSE TITLE	START DATE	END DATE	INSTRUCTOR'S SIGNATURE

COURSE TO BE ADDED:	SECTION	COURSE TITLE	START DATE	END DATE	INSTRUCTOR'S SIGNATURE

*SECTION CHANGE WILL BE BACKDATED TO THE BEGINNING OF THE COURSE. ALL RECORDS WILL NEED TO BE MANUALLY PROCESSED BY NEW INSTRUCTOR.

Division Dean's Signature: _____ Date: _____
(Division Dean's Signature indicates approval of section change)

Note to Faculty: After the official deadline to add a class has passed, a student may change a section only if they are:

- Changing to a different section **MUST** be the same course.
- Must be signed **BEFORE** the 75% drop date.
- Sections need to be in the same semester. Changes between sections cannot be made between terms or semesters.
- If a student wishes to switch from a first six-/eight-week course to a second six-/eight-week course, they cannot do so by executing a section change.

Admissions & Records

RECEIVED BY: _____ DATE: _____

PROCESSED BY: _____ DATE: _____

COMMENTS: _____
