Petition to Change Course Enrollment

Office of the Registrar, NYU Shanghai, 1555 Century Avenue, 10th Floor, Suite 1049, Pudong, Shanghai, China 200122
email: shanghai.registrar@nyu.edu

Please complete the information below in print or type. Read carefully the instructions on the reverse of this sheet. Submit completed form and all supporting statements/documentation to the Office of the Registrar.

NYUSH ID#: N__l__l__l__l__l__l__l
Surname Given Middle Graduation Sem/Yr Major

Year: [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th
Academic Advisor:

Phone Number: ______________________ Email Address: ______________________

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may be a violation of the NYUSH community’s commitment to integrity.

Signature (required): ______________________ Date: ______________________

Change Requested - Check box(es):
☐ Late Course(s) Drop ☐ Section Change (1=Present course, 2=Desired course) ☐ Late Course Withdrawal (with "W")
☐ Late Course(s) Add ☐ Grading Option change (Pass/Fail)

1) Course Code: ___ Credits: ___ Course Title: ________________________________ Letter or P/F (circle one)
Course Call Number: ___________________ Section Number: ________

2) Course Code: ___ Credits: ___ Course Title: ________________________________ Letter or P/F (circle one)
Course Call Number: ___________________ Section Number: ________

Semester: [ ] Autumn [ ] Winter (J-Term) [ ] Spring [ ] Summer Academic Year: ______________________

Instructor Statement (recommended): Please write a note addressing the student’s request as listed above. For DROP or WITHDRAWAL petitions, please indicate the student’s last date of attendance. Attach sheets if needed.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Print Name: ______________________ Date: ______________
Instructor Signature (required for ADD)

Print Name: ______________________ Date: ______________
Instructor Signature (if applicable)

Print Name: ______________________ Date: ______________
Academic Advisor Signature (required)

Recommended: Yes ☐ No ☐ (please circle)

NOTE: The Academic Advisor signature indicates that your advisor has reviewed your request and discussed your situation with you. The signature does not necessarily indicate his/her endorsement of your request. Academic Advisors may send additional comments to the Assistant Dean for Academic Affairs.

For Office Use Only
Final decision from Academic Affairs: Approved ______ Denied ______
Comments: Log _____ Record _____ Notify _____ Forward _____
Init. ______ Date: ______
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Instructions

Purpose:
A Petition to Change Course Enrollment should be submitted by a student who, under appropriate circumstances, wishes to: (i) withdraw from a course after the deadline; (ii) drop and/or add a course after the deadline; (iii) change a course section after the deadline; or (iv) change a course grading option after the deadline.

Instructions:
Please note that petition requests for changes should demonstrate exceptional circumstances; otherwise, they are generally denied.
Contact your advisor to make an in-person or phone appointment to determine whether your request is appropriate.
Write a Personal Statement (up to one page) describing why an exception to University course enrollment policies is warranted. Where applicable, discuss the following:
1. What occurred - description of events
2. Chronology of events (e.g., specify dates of attendance, interactions and transactions)
3. Whom you consulted
Obtain the endorsement of your Academic Advisor and the relevant Course Instructors.
Submit this form and Personal Statement to your advisor.

Notification:
You will receive written notification of the results of your petition request once it has been reviewed.
Notification will be sent to the email address you entered on this form. Failure to provide sufficient information may delay the review of your request. Petitions without all required signatures will not be reviewed. It is the goal of this office to provide a timely response to your petition, though understand that occasionally additional information is required.

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