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#: ______________________________________
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):
☐ Drop course(s) ☐ Section Change (1=Present course. 2=Desired course) ☐ Late Course Withdrawal (with “W”)
☐ Add course(s) ☐ Grading Option change

1) Course call number: ________ Course Title: __________________________ Letter or P/F Total Sem
Credits: ________ (circle one)

2) Course call number: ________ Course Title: __________________________ Letter or P/F Total Sem
Credits: ________ (circle one)

Semester: ☐ Fall ☐ Winter (J-Term) ☐ Spring ☐ Summer Academic Year ______________________

Instructor Statement (if applicable): 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.

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

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

Academic Advisor Signature (required)
Print Name: ___________________________ Date: ______________ Recommended: Yes ☐ No ☐

(please circle)

Assistant or Associate Dean of Academic Affairs (required)
Print Name: ___________________________ Date: ______________ 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 Registrar at the address above.

Final Decision: ☐ Approved ☐ Denied
Comments
Init. ______ Date______

For Office Use Only
Log ______ Record _____ Notify _____ Forward _____
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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 the Office of Academic Affairs or the Office of the Registrar to make an in-person or phone appointment to determine whether your request is appropriate.
Write a 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, the relevant Course Instructors, and final approval from the Assistant or Associate Dean of Academic Affairs.
Submit this form and Personal Statement to the Office of the Registrar.

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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