



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 Academic Affairs.

_____ **@nyu.edu**

NYU N Number _____ **First Name** _____ **Last Name** _____ **NYU Email Address** _____

_____ **Major(s) or Likely Major(s)** _____ **Year in University (circle)** 1st 2nd 3rd 4th _____ **Expected Graduation Sem/Yr** _____

Semester Requesting Change (circle): Fall January Spring Summer **Academic Year:** _____

Course Number	Course Title	Section Number(s)	Credits	Change Request - Check box(es)
				<input type="checkbox"/> Late Course(s) Drop (no "W") <input type="checkbox"/> Late Course(s) Add <input type="checkbox"/> Section Change * <input type="checkbox"/> Grading Option change (Pass/Fail) <input type="checkbox"/> Other
				<input type="checkbox"/> Late Course(s) Drop (no "W") <input type="checkbox"/> Late Course(s) Add <input type="checkbox"/> Section Change * <input type="checkbox"/> Grading Option change (Pass/Fail) <input type="checkbox"/> Other

* Write original and desired section numbers in the "Section Number(s)" column.

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.

Student Signature (required): _____ **Date:** _____

Instructor Statement (recommended): Please write a note addressing the student's request as listed above. **For DROP petitions, please indicate the student's last date of attendance.** Attach additional information 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)

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 POSTPONED

Assistant Dean for Academic Affairs Signature (required) **Print Name** _____ **Date** _____

For Registrar's Office Use Only			
Init. _____	Date: _____	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) drop and/or add a course after the deadline (typically after the 2nd week for a full semester course); (ii) change a course section after the deadline; or (iii) 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 assigned academic 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 signature of your Academic Advisor and the relevant Course Instructors. Submit this form and Personal Statement to the Office of Academic Affairs.

Notification:

You will receive written notification of the results of your petition request once it has been reviewed. Notification will be sent to NYU email account 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.