**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.

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NYU N Number [________]  
NYU Email Address [________]  

First Name [________]  
Last Name [________]  

Major(s) or Likely Major(s) [________]  
Year in University (circle) [________]  

Expected Graduation Sem/Yr [________]  

Semester Requesting Change (circle): Fall [ ]  
January [ ]  
Spring [ ]  
Summer [ ]  

Academic Year: [________]  

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Course Number [________]  
Course Title [________]  
Section Number(s) [________]  
Credits [________]  
Change Request - Check box(es) [________]  

- Late Course(s) Drop (no “W”) [ ]  
- Late Course(s) Add [ ]  
- Section Change * [ ]  
- Grading Option change (Pass/Fail) [ ]  
- Other [ ]  

- Late Course(s) Drop (no “W”) [ ]  
- Late Course(s) Add [ ]  
- Section Change * [ ]  
- Grading Option change (Pass/Fail) [ ]  
- 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 NYU Shanghai community's commitment to integrity.

Student Signature (required): [________________________________________] Date: [________]  

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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.

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Instructor Signature (required for ADD): [________] Date: [________]  

Instructor Signature (if applicable): [________] Date: [________]  

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Academic Advisor Signature (required) [________] (please circle)  

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Final Decision:  
- [ ] APPROVED  
- [ ] DENIED  
- [ ] POSTPONED  

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Assistant Dean for Academic Affairs Signature (required): [________] Print Name: [________] Date: [________]  

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For Registrar’s Office Use Only  
Init. [________] Date: [________________________] Log [________] Record [_____] Notify [_____] Forward [_____]
Petition to Change Course Enrollment

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.