Faculty Late Add/Withdrawal Approval Process

After a student submits an online request to late add, drop or withdraw from a course, the instructor of record will receive an email notification. The email contains a link to support, not support or ask the student to see you. You may review the student side of the process by visiting: http://www.binghamton.edu/registrar/students/course-registration/add-drop-procedures.html.

To take action on the petition, please do the following:

Click the URL in the email.

To: [instructor email]
CC: petition@binghamton.edu
Subject: Late Add/Withdrawal request

Your Student, Jane Doe (B000XXXX), has made the following request for the Summer 2014 Semester:

ADD: 12124 ACCT 211-01 Financial Accounting
Reason: **STUDENT JUSTIFICATION HERE**

Please go to **[URL HERE]** to support or not support this request. You may also ask the student to see you or provide additional information.

Please DO NOT delete this email. If you request additional information from your student, you will need to use the link above to complete this request.

If no action is taken, you will receive a reminder email in three days.

You may enter comments in support or not of the request in the **comments** field. You are able to make the field larger by **dragging down the lower right corner of the text field.**

Submit your decision by clicking **Support, Do Not Support** or **Come see me.**

If Come see me is chosen, an email will be sent to the student. After discussing the request with the student, you will need to revisit the link to support or not support the petition.

If a decision is not made within three business days, faculty will receive a reminder email with **2nd request** in the subject line. **The student will also receive a reminder email, requesting they contact the instructor directly.**

To: [instructor email]
CC: petition@binghamton.edu
Subject: Late Add/Withdrawal request – 2nd request

Your Student, [student name] [bnumber], has made the following request for the [term] Semester:

[add_drop]: [crn] [subject] [course number]-[section number] [title]
Reason: [reason]

Please go to [**url here**] to support or not support this request. You may also ask the student to see you or provide additional information.

Please DO NOT delete this email. If you request additional information from your student, you will need to use the link above to complete this request.

If no action is taken, the request will move on to the next step in the approval process. For the Professional Colleges, the request will be sent to Academic Advising. In Harpur College, the request will go to the Dean's Office.