

**INSTRUCTIONS:**

1. Fill out all sections on this form.
2. Obtain the course instructor's signature
3. Obtain your Watson School department chair or faculty adviser's signature
4. Submit all copies of the petition to Watson School Advising for final approval
5. Return for results within 1 week after submitting this form and take the petition to Student Accounts to pay the \$20 late fee.
6. Submit the approved petition to the Registrar's Office to have this course changed on your record.

**I AGREE TO THE FOLLOWING:**

**I ACCEPT FINANCIAL LIABILITY** for tuition and fees related to course enrollment. If I make changes to my registration, I will be assessed according to SUNY Board of Trustees policies. (NOTE: The academic drop deadline is not related to the deadlines for determining tuition liability).

**I agree to make payment** by the deadline on my next billing statement and acknowledge that late and/or partial payments are subject to additional fees.

**I understand** that outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration and transcripts.

**DISTRIBUTION:**

- WHITE-REGISTRAR
- PINK-ADVISING
- YELLOW-DEPARTMENT
- GOLD-STUDENT

**UNDERGRADUATE PETITION FOR LATE ADD**

Submit this petition to the Watson School Advising office for final Approval.

**YOUR INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student B-Number \_\_\_\_\_ Major \_\_\_\_\_

Date of Birth \_\_\_\_\_ Local Phone \_\_\_\_\_

Local Address \_\_\_\_\_

E-mail \_\_\_\_\_

**COURSE SECTION**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ (Ex: MATH 221 – Calculus I)

Lecture: \_\_\_\_\_ CRN \_\_\_\_\_

Section: \_\_\_\_\_ CRN \_\_\_\_\_

Activity: \_\_\_\_\_ CRN \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Grading Option:  Normal  Pass/Fail

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DENIED  APPROVED

**WATSON SCHOOL REQUIRED SIGNATURES**

Watson School Department chair or faculty adviser \_\_\_\_\_ Date \_\_\_\_\_

DENIED  APPROVED

Watson Advising/Dean's Office \_\_\_\_\_ Date \_\_\_\_\_

DENIED  APPROVED

**COMMENTS:**