

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.
6. Submit the approved petition to the Registrar's Office to have this course changed on your record.

Petitions must be submitted to the REGISTRAR'S Office within two weeks of approval.

There is no fee for this change

DISTRIBUTION:

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- YELLOW-DEPARTMENT
- GOLD-STUDENT

Thomas J. Watson School of Engineering and Applied Science



State University of New York

UNDERGRADUATE PETITION FOR SECTION CHANGE

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

Use this petition to change a section of the same course only!

YOUR INFORMATION

Last Name _____ First Name _____ MI _____

Student B-Number _____ Major _____

Date of Birth _____ Local Phone _____

Local Address: _____

E-mail _____

CURRENT 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

REQUESTED COURSE SECTION

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

Lecture: _____ CRN _____

Section: _____ CRN _____

Activity: _____ CRN _____

Credit Hours: _____ Grading Option: Normal

Pass/Fail

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: