

CHECK SCHOOL:

- DECKER
- HARPUR
- SEHD
- MANAGEMENT
- WATSON

INSTRUCTIONS:

1. Use this petition to request a Course Add or Drop after the Deadline.
2. Complete the Add or Drop section, including the reasons for the request and date
3. Obtain the course faculty member's signature.
4. Submit the petition to the Decker School Student Services Office for consideration.
5. If the petition is approved, submit to the Student Accounts Office with payment of the \$20.00 late processing fee.
6. Submit the petition to the Registrar's Office to have this course added or dropped from your record. Your copy will be returned to you. Petitions must be submitted to the Registrar's Office within two weeks of approval to be accepted.

Rev. bjb 09/08

**BINGHAMTON UNIVERSITY
DECKER SCHOOL OF NURSING
UNDERGRADUATE LATE ADD/DROP PETITION**

NAME _____ B-NUMBER _____
ADDRESS _____ PHONE _____

LATE ADD PETITION: SEMESTER/YEAR _____ DEPT. NAME & COURSE# _____

CRN# _____ #CREDITS _____; CRN# _____ #CREDITS _____

NORMAL GRADING OPTION _____ PASS/FAIL OPTION _____ AUDIT _____

DATE ATTENDANCE STARTED: _____

STUDENT SIGNATURE _____ DATE _____

INSTRUCTOR SIGNATURE _____ DATE _____

LATE DROP PETITION: SEMESTER/YEAR _____ DEPT. NAME & COURSE# _____

CRN# _____ #CREDITS _____; CRN# _____ #CREDITS _____

Please check one:

_____ I NEVER ATTENDED THIS CLASS

_____ I STOPPED ATTENDING ON THIS DATE _____

_____ EXTRAORDINARY CIRCUMSTANCES LED ME TO MAKE THIS REQUEST. THEY ARE:

_____ MEDICAL (ATTACH DOCUEMNTATION) _____ OTHER (PLEASE ATTACH EXPLANATION)

STUDENT SIGNATURE _____ DATE _____

INSTRUCTOR SIGNATURE _____ DATE _____

DECKER SCHOOL OF NURSING ACTION

_____ APPROVED COMMENTS: _____

_____ DENIED _____

_____ DROP/DELETE _____

_____ ADD COURSE _____

_____ DROP—AWARD W, WP, OR WF _____

_____ CHANGE TO AUDIT _____

SIGNATURE _____ DATE _____

STUDENT ACCOUNTS
RECEIPT # _____

REGISTRAR'S PROCESSING
DATE _____

STUDENT DROPPED
LAST COURSE _____ YES