USE THIS FORM TO PROCESS A SECTION OR CREDIT CHANGE AFTER THE ADD/DROP DEADLINE.

THIS FORM MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE BY THE SECTION/CREDIT CHANGE DEADLINE AS PUBLISHED IN THE ACADEMIC CALENDAR at www.stonybrook.edu/registrar.

**Section Changes** – Students who wish to switch from one section of a course to a different section of the same course.

**Credit Changes** – Students registered in a permission restricted, variable credit course, who have been approved a change in credits must have the signature of the instructor and/or authorized staff in the department to make a change to their credits. If the approved change in credits will change the student’s registration from full-time to part-time OR part-time to full-time a petition will be required AFTER the add/drop deadline has passed. (12-19 cr. = FT; 11 cr. or below= PT) THIS APPROVED FORM SHOULD ACCOMPANY YOUR PETITION REQUEST.

**Students who have not processed a Section/Credit change by the published deadline, will be required to petition to the appropriate college office.**

Student Name: ___________________________________________ (SBID#): _______________________

**Section Change:**

Current Course & Section #: ____________ & Class Number: ____________

⇒ NEW SECTION#: ____________ & Class Number: ____________

Instructor Signature (or Authorized Department Signature): ____________________________ (Date) __________

**Credit Change:**

Course & Section #: ____________ & Class Number: ____________

⇒ CHANGE # OF CREDITS FROM: _________ TO: _________ CREDITS

Instructor Signature (or Authorized Department Signature): ____________________________ (Date) __________

Student Signature: ___________________________________ Date: _________________________

Falsification of signatures is punishable as Academic Dishonesty. Registrar’s Office retains all submitted forms for verification of instructor signature.

**FOR OFFICE USE:**

Date Processed: ________________ : Staff Initials: ____________________

(Form revised: 12/27/2006)