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 for a late add and a late drop. "W" (withdrawal) will be recorded on transcript.

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)