

REGISTRAR'S OFFICE
UNDERGRADUATE CREDIT CHANGE/SECTION CHANGE

- 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)