



Select freshman-level mathematics, and physics courses have an extended add/drop period, usually after students have been notified of the results of the first exam, allowing students to drop-down to a less advanced level course. In order to seek approval for an allowable drop-down transaction (see below), students must complete this form and obtain signatures from both the new course instructor or Undergraduate Program Director (UPD) of that course’s department and their academic advisor.

Once processed by the Registrar’s Office, the student’s original course will be replaced on their transcript with the drop-down course. This process may only be completed after the add/drop deadline, but before the Drop-down deadline as published in the academic calendar (stonybrook.edu/registrar). All other course changes after the deadline will result in a “W” on the student’s record and/or may require a petition for an academic exception, if appropriate.

When obtaining required signatures, students should discuss how this change may impact degree progress, as well as the basis for grading in the new course. Dropping down to a course in which credit was previously earned (e.g. MAT 131/AP) may impact financial aid awards.

The following are the only allowable drop-down transactions:

- MAT 127 to AMS 161 or MAT 132
- MAT 127 to MAT 126
- AMS 161 or MAT 132 to MAT 126
- AMS 161 or MAT 132 to AMS 151 or MAT 131
- MAT 126 to AMS 151 or MAT 131
- MAT 126 to MAT 125
- AMS 151 or MAT 131 to MAT 125
- AMS 151 or MAT 131 to MAT 123
- MAT 125 to MAT 123
- MAT 123 to MAP 103
- PHY 141 to PHY 131
- PHY 141 to PHY 125
- PHY 131 to PHY 125
- PHY 142 to PHY 132
- PHY 142 to PHY 127
- PHY 132 to PHY 127

Student Name: _____ **SBID:** _____

Student Signature: _____ **Date:** _____

Current Course & Section #: _____ **Class #:** _____

New Course & Section #*: _____ **Class #:** _____

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

New Course Primary Instructor/UPD Name:** _____ **Date:** _____

I have discussed the grading basis for my course with this student **Signature:** _____

Academic Advisor Name: _____ **Date:** _____

I have discussed degree progress implications with this student **Signature:** _____

**All course components must be open for this transaction to be processed.
** This form must be signed by the primary lecture instructor or UPD for the new course – not a recitation instructor or teaching assistant.*

FOR OFFICE USE:	
Date Processed: _____	Staff Initials: _____