

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](http://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)