



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Date _____

COURSE ENROLLMENT PETITION Form R4

INSTRUCTIONS

- ◆ Changes to course enrollment and grading options are not permitted after the University's official course enrollment dates. If you have questions, please contact the Student Services Office at (607) 255-5820.
- ◆ This petition is to be used only under exceptional circumstances to alter course enrollment after the University's official course enrollment dates.
- ◆ After obtaining the signatures from the instructor of the course and your chair or advisor, submit the completed form to Graduate School Student Services, 143 Caldwell Hall and provide your field with a copy of the completed form.

BIOGRAPHICAL INFORMATION

Cornell ID number _____ NetID _____ E-mail address _____

Last name _____ First name _____ Middle initial _____

Academic program (Field) _____ Degree program _____

REASON FOR PETITION

- To alter course enrollment in the current term after the add-drop period ends
- To alter course enrollment for previous semesters
- To extend the one-year deadline until _____ to make up an Incomplete or NGR (No Grade Reported).

REQUESTED ACTION

Term and year _____ Department abbreviation and catalog number _____

Add course: Credit hours _____ Grade option _____ Change credit hours to _____

Change grading option to _____ Drop with "W" (no explanation necessary)

Class title _____ Class number _____

EXPLANATION

Attach a letter of explanation.

Student signature _____ Date _____

COMMITTEE SIGNATURES OF APPROVAL

Department approver (*Arts & Sciences and current enrollment only*) NetID _____ Signature _____ Date _____

Department comments (*Arts & Sciences and current enrollment only*) Signature _____

Instructor name (required) NetID _____ Signature _____ Date _____

Instructor comments _____

Special Committee chair or advisor name (required) NetID _____ Signature _____ Date _____

Special Committee chair comments _____

GRADUATE SCHOOL ACTION

Petition approved _____ Copy sent to instructor _____ Copy sent to department _____ MGF processed on _____

Petition approved for instructor to submit Manual Grade Form _____ Petition denied _____

Processed by: _____ Date: _____