



COURSE ENROLLMENT PETITION – MPS/MLA

INSTRUCTIONS

- 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 advisor, submit the completed form to CALS Professional Programs, 212 Kennedy Hall.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures should be printed or typed. If you have questions, please contact the MPS program at 255.2215 or calspofprograms@cornell.edu

BIOGRAPHICAL INFORMATION

Cornell ID number (7 digits)

NetID

E-mail address

Last Name

First Name

Middle Initial

Academic Program (field)

Degree Program

REASON FOR PETITION (Check one)

- To alter course enrollment in the current term after the add-drop period ends add drop
- To transfer course(s) equivalent to CALS courses
- To request a variance to a MPS/MLA requirement

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” _____ Last date of attendance in class (required if petition to withdraw)

Class Title _____ Class Number _____

EXPLANATION

Please briefly explain why you are requesting the change. Attach additional sheets if necessary.

Student Signature

Date

COMMITTEE SIGNATURES OF APPROVAL

Instructor Name and Signature

NetID

Date

Instructor Comments

Special Committee Chair or Advisor Name and signature

NetID

Date

Special Committee comments

Graduate Field Assistant Name and Signature

NetID

Date