



Graduate Field in City and Regional Planning
106 Sibley Hall
Ithaca, New York 14853

COURSE ENROLLMENT PETITION (MRP STUDENTS ONLY)

INSTRUCTIONS:

- ◆ This petition is to be used only under exceptional circumstances to alter course enrollment after the University's official course enrollment dates. You must provide an explanation for all enrollment changes.
- ◆ After obtaining the signature from the instructor of the course and the signature of the Graduate Field Coordinator, Tina Nelson, submit the completed form to the AAP Registrar, 235 Sibley Dome.
- ◆ Provide your Graduate Field Coordinator, Tina Nelson, with a copy of the completed form. All information on this form, excluding signatures, should be printed or typed. If you have any questions, please contact Tina Nelson, (tmn2@cornell.edu)

BIOGRAPHICAL INFORMATION

Cornell ID # _____ Net ID _____ E-Mail address _____

Last Name _____ First Name _____ Middle Initial _____ Gender _____

Academic Program _____ Drop-down List _____

Street Address, City State Zip
(mailing address while on leave) _____

REASON FOR PETITION

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

REQUESTED ACTION

Term and Year _____ Dept abbreviation & catalog number _____ Course Title _____ Class number _____

Add course: Credit Hours _____ Grade Option: _____

Change grading option to: _____ Change credit hours to: _____

Drop with "W" Drop without "W"

Explanation:
(required)

SIGNATURES OF APPROVAL

Instructor Name **(required)** _____ Net ID **(required)** _____ Instructor signature **(required)** _____ Date/Time Field _____

Graduate Field Administrator name **(required)** _____ Graduate Field Administrator **(signature)** _____

AAP Registrar Use Only _____ AAP Registrar approval Signature _____ Date Processed _____ MGF processed