



Change of Course Petition

As students are informed during the registration processes, CEA has a strict no change in course or schedule policy. In the exceptional instance that a change is needed, students must formally petition the Academic Director stating the academic reason for this change. Petitions must be made no later than the end of the first week of classes for semester programs, or two days after the start of classes for summer/short term programs.

The petition will be ruled on by the Academic Director based on the academic evidence provided and class availability. The Academic Director's ruling on this matter is final.

- Each student should consult his/her home institution academic advisor prior to requesting a change.
- Students must maintain a full time status of at least 12 credits during the semester and 3 credits during each summer session.
- It is not permitted to drop required courses, including language courses.

Name: _____ **Academic Program:** _____

Home University: _____

Use one line per change and indicate the major reason for the change in the space provided below.

Course Code	Course Name	Date/Time	Add	Drop	Withdraw	Approved	CEA Initials
Justification:							
Justification:							
Justification:							

By signing this form, I am indicating that:

- I have been advised by CEA to contact my home institution:
 - to inform them of this change and;
 - to request academic authorization for this change.
- I understand that CEA's policy and decisions regarding Change of Course Petitions are final.

Student Signature _____ Date _____

For CEA Use Only:

CEA Staff Signature _____ Date _____

Entered in Apollo: _____ Date: _____