

Please return form to the Office of the Registrar at Registrars@ben.edu from your BenU email.

PART I COURSE CHANGE

To be completed by the student

The purpose of this form is to allow a student to petition for enrollment in a class after the add date for the term. This form is *only* meant for enrollment in a course or a swap between a course that has the same subject and catalog number but different section code (*i.e. ACCT 1111 A to ACCT 1111 B*). This form does not allow a student to request a course withdrawal/drop, and it is the student's responsibility to self-withdraw from any necessary course to enable this requested course enrollment. **For this form to be processed all information must be complete and accurate.**

Last Name	First Name	Student ID Number

Requested Term	Course Subject	Course Catalog Number	Course Section	Class Number	Title
<i>Fall 2026</i>	<i>ACCT</i>	<i>1111</i>	<i>A</i>	<i>1234</i>	<i>Principles of Accounting</i>

Current Credit hours prior to request _____

 Check if you are a Student Athlete
PART II ADVISOR APPROVAL

Credit hours anticipated after processing of this form: _____

I do hereby certify that the above is true and correct and I approve of this course addition for my student.

Approved		
Signed	Printed Name	Date

PART III STUDENT APPROVAL FOR CREDIT HOURS ADDED

I DO HEREBY CERTIFY THAT I APPROVE OF THIS COURSE ADDITION AND UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY AND ALL CREDIT HOURS TAKEN ABOVE THE 18 CREDIT HOUR LIMIT

Approved		
Student Signature	Printed Name	Date

PART IV APPROVALS/SIGNATURES

Approval Signatures	Date
Instructors	
Academic Advisor	
Department Chair	
Dean*	

**Dean signature only necessary if the petition is submitted after the deadline for last day to add with permission has passed.*

Students are responsible for obtaining all signatures prior to returning to Registrars@ben.edu for processing.

PART V PROCESSING

To be completed by the Office of the Registrar