

PETITION TO CHANGE COHORT



WILLIAM JESSUP UNIVERSITY

Form may be mailed to the University or faxed to: 916.577.2330
The University is not responsible for forms lost in the mail

Student's Name: _____

Phone #: _____

Student ID or SS#: _____

Email: _____

- I will submit a drop form for any courses I do not intend to take/complete with my current cohort. The refund policy will apply based on the date the drop form is received.
- I understand that in changing cohorts I will be responsible for the tuition and fees at the rates for the current academic year.
- I understand this petition is not approved until signed by my advisor and I am notified by the SPS Office.
- I understand that it is my responsibility to speak/meet with the Associate Director of SPS to develop an entry plan for my new cohort.
- I will submit an add form and/or sign an enrollment contract to enroll in the new cohort as advised by the SPS Office.

Current Cohort: _____

The final course I will complete in this cohort is _____ in term _____

New Cohort: _____

Below is my reason for desiring to change cohorts:

Student Signature: _____

Date _____

FOR OFFICE USE ONLY:

Petition Granted _____

Petition Denied _____

Academic Advisor Signature _____

Date _____

Confirmed by Academic Office _____

Date _____

\$110.00 Processing fee

Effective July 1, 2006. Subject to change without notice.