



**Return to:**  
 Office of the Registrar  
 Oregon State University, 102B Kerr Administration Building, Corvallis, OR 97331-2130  
 T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | http://registrar.oregonstate.edu

## Petition for Late Change of Registration

According to Academic Regulations 7, 11, 12, 13, 18.

**STOP AND READ** the following information before submitting this petition. Complete all sections. The Office of the Registrar must receive the petition by Thursday at noon. Incomplete petitions will be returned to the student unprocessed and will delay action on your request.

This form is to request a one-time exception. The Academic Requirements Committee (ARC) considers exceptions based upon the circumstance described in the petition.

### Circumstances *not generally* considered valid are:

- Lack of awareness of deadlines and other OSU policies. Students are responsible for knowing and complying with the Academic Regulations and deadlines as published in the Catalog/Schedule of Classes.
- Academic performance – Doing worse or better than expected, earning a poor grade on a midterm or paper after the deadline, workload for course is heavier or more demanding than expected, grade has an impact on GPA, etc.
- Course is no longer needed.
- Financial consideration – visit OSU Business Affairs at [fa.oregonstate.edu/business-affairs/tuition-refund-appeal](http://fa.oregonstate.edu/business-affairs/tuition-refund-appeal) for Tuition Refund Appeal information
- Petitions regarding course work three year old or older will not generally be considered.

### Extenuating circumstances that may be considered valid are:

Examples	Required Documentation
Death of an immediate family member	Copy of death certificate or obituary
Serious physical or mental health situation of student or immediate family member	Copy of medical or hospital documentation, letter from counselor or academic advisor
Other serious situation or life event	Copy of legal documents, police report, firefighting assignment, etc.

*STUDENT: By signing below, I certify that I have read this petition and understand the guidelines and my responsibilities in submitting it. **Electronic/digital signatures will not be accepted.***

Printed Name: _____	Signature: _____
OSU ID #: _____	Date: _____
<b>You will be notified via OSU email by the Office of the Registrar regarding the outcome of your petition.</b>	

Student Initials \_\_\_\_\_



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YES / NO **Are you an international student?** If yes, before submitting your petition contact the Office of International Services to have your international advisor complete their respective section on page 3 regarding your visa status.

YES / NO **Are you submitting this petition due to an extenuating circumstance?** If yes, you are required to attach supporting documentation with your petition. (See page 1 for further information.)

YES / NO **Do you receive any financial aid, loans, or scholarships?** If yes, before submitting your petition contact the Office of Financial Aid, as retroactively changing your registration may have negative financial repercussions.

**TERM and YEAR for which you are requesting a late change of registration:** \_\_\_\_\_

	CRN	SUBJECT	COURSE	CREDITS
<input type="checkbox"/> Section Change – (e.g., MTH 252 sec 01 to MTH 252 sec 02) <b>provide course add &amp; drop information on lines below.</b>				
<input type="checkbox"/> Course Add (\$20 will be charged per course added.)	_____	_____	_____	_____
<input type="checkbox"/> Course Drop (\$20 will be charged per course dropped.)	_____	_____	_____	_____
<input type="checkbox"/> Course Withdrawal (W grade) (\$20 will be charged per course withdrawn.)	_____	_____	_____	_____
<input type="checkbox"/> Change Grading Basis (Instructor comment not required) (\$20 will be charged per change.)	_____	_____	_____	From _____ To _____
<input type="checkbox"/> Maximum Credit Hour Overload (Instructor comment not required.)		Desired Max Total Hours	_____	

**Please attach a ONE PAGE TYPED sheet of paper with your answers to these questions.**

- **Reason for change? (REQUIRED)** <sup>1,2</sup>
- **Why were you unable to meet original deadline or make registration changes in a timely manner? (REQUIRED)**

1 Academic Requirements Committee considers requests for one-time exceptions to deadlines. Approval is neither guaranteed nor sets precedent for future committee decisions.

2 We are required, under law, to report certain types of situations to appropriate campus offices or state agencies, therefore we cannot guarantee that this information will remain private.

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## Comments and Signatures

*Instructor and advisor support for a petition is considered by the committee, but does not guarantee approval.*

**Late Add: (REQUIRED)**

Beginning date of attendance \_\_\_\_\_ Does the student have a reasonable chance to complete?  Yes  No

**Instructor:**  Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department:**  Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Late Drop or Withdrawal: (REQUIRED)**

**Instructor:**

Did the student submit the final (exam, paper, project)?  Yes  No  No final for this course

Last date of academic participation \_\_\_\_\_

- **Provide description of the nature of student's last date of participation and comments.**

\_\_\_\_\_  
 \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**International Advisor Comments & Signature: (REQUIRED for all international students.)**

Initiation date of reduced course load \_\_\_\_\_ Have you informed student of immigration implications?  Yes  No

\_\_\_\_\_  
 \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Advisor Comments: (RECOMMENDED for undergraduate students.)**

\_\_\_\_\_  
 \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Undergraduate College Head Advisor / Graduate School Dean Comments & Signature:**

*(REQUIRED FOR ALL PETITIONS.)*

\_\_\_\_\_  
 \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Initials \_\_\_\_\_