

## Undergraduate Registration Petition Form

First Name, Last Name.#	Phone (cell)	OSU ID
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This form **MUST** be submitted with a **personal statement** detailing what and why you are petitioning. Incomplete forms, including those without a **personal statement** or **supporting documentation**, will **NOT** be processed.

Petition processing typically takes 1-2 weeks.

	Request (check one)	Applicable Situation	Examples	Information to Include in Statement	Supporting Document Examples
<input type="checkbox"/>	<b>POST 10<sup>TH</sup> FRIDAY WITHDRAWAL</b> Post 5 <sup>th</sup> Friday Withdrawal – 1 <sup>st</sup> Session Post 12 <sup>th</sup> Friday Withdrawal – 2 <sup>nd</sup> Session <input type="checkbox"/> A course(s) or <input type="checkbox"/> ALL classes	Circumstances beyond your control prevented your attendance or participation in class	Death in the family; Personal or family illnesses; Accident; Unexpected military leave	Explain why you did not drop before the posted deadline	Obituary; Doctor's note; Police report; Letter from university official: <b>Verification from instructor confirming your last day of participation/attendance in class is mandatory for consideration of retroactive withdrawals</b>  DATE OF LAST ATTENDANCE: (Required) _____
<input type="checkbox"/>	<b>RETROACTIVE WITHDRAWAL</b> from <input type="checkbox"/> A course(s) or <input type="checkbox"/> ALL classes			Explain why a retroactive withdrawal is warranted	
<input type="checkbox"/>	<b>INCREASE MAXIMUM CREDIT HOURS</b> Term: _____ Petition must be submitted during registration	Adding another course would put you above the 18 credit hour maximum	Internship; Lab course; Maintain progress towards graduation	Explain why a credit hour increase is necessary and advisable	Detailed degree plan showing all courses until graduation; Must have a minimum 3.0 cumulative GPA and no previous course withdrawals for petition to be considered.
<input type="checkbox"/>	<b>LATE ADD</b> Course(s) added after 2 <sup>nd</sup> week (\$100.00 per course late fee)	Hold on your account; You have attended class all term	University error; Extenuating circumstances	Explain why course isn't on your schedule	Course enrollment permission form(s) signed by instructor or email from instructor

List courses you would like to drop or add:

Term/Year Ex: (AU 17)	Department (BIOLOGY)	Course Number (1101)	Class Number (15325)	Credits (3)	Instructor (JONES)

**INITIAL ALL:**

	I am aware that I am responsible for checking with financial aid, scholarships, loans, housing, OIA, SASSO etc. that may be affected by my decision to drop, withdraw, add a course(s), etc.
	I am aware that those reviewing this petition are mandated reporters of Title IX complaints including, but not limited to, sexual assault and sexual harassment. I understand that if I disclose information of that nature, those reviewing this petition will make appropriate reports to the OSU Title IX Office. I also understand that I will not be required to engage in an investigation if I choose not to.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY:	
Glenn College Signature: _____	Date: _____
Comments:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved