

Return completed form and supporting documents to Registration & Records, East Hall 113. Both student and advisor will be notified via email within 14 days. The \$50 late registration change fee applies to all approved petitions.

Please Print:

Name (Last, First, M.I.): _____ Hamline ID: _____

Email (if not currently attending): _____ Phone: _____

Required Items:

- Completed petition form, signed by you and your advisor*;
- A detailed statement noting the reasons that your request should be considered and why you were unable to meet the deadline to drop or withdraw;
- Signature or statement* from instructor(s) approving your request and, for drops/withdrawals, confirming last date of attendance or participation in the course(s);
- Any additional appropriate supporting documentation to strengthen your petition.

*Printed emails are acceptable in lieu of written statements or signatures. Use your email service's print feature and not your browser's print button, or copy and paste. This will ensure the entire email is viewable. Incomplete emails will not be accepted.

Registration holds: You should turn in your petition even if you have a hold. However, it cannot be reviewed until your hold has been removed. Contact Student Accounts to resolve financial holds: 651-523-3000 or studentaccounts@hamline.edu.

Note about Financial Aid: Any change to your registration can cause changes to your Financial Aid. Talk to a Financial Aid staff member to find out the impact should your petition be approved.

Complete the Add/Drop/Withdraw section below (see example):

- Choose "Add" for classes you want to add past the add deadline. Please include additional registration forms if required (e.g., apprentice teaching, collaborative research, independent/individual study).
- Choose "Drop" for classes you did not attend or attended briefly during the add/drop period: course removed from transcript.
- Choose "Withdraw" for classes you attended but could not complete: grade changed to "W" on transcript.

Term: Fall Winter Spring Summer Year: _____

Add/Drop/Withdraw	CRN	Subject	Course #	Sec	Title	Instructor Signature	Date
<i>Ex. Drop</i>	<i>12345</i>	<i>INTD</i>	<i>3990</i>	<i>01</i>	<i>Internship</i>	<i>Signature or attach email</i>	<i>10/1/19</i>

Student Signature: _____ Date: _____

Advisor Statement: *I have discussed the exception for undergraduate registration with the student.*

Advisor Printed Name: _____ Signature: _____ Date: _____

To provide comments, go to www.hamline.edu/registrar, click on Faculty and Staff Resources and then Advisor Information.

Office Use Only:

Process by: _____ Date: _____

-
- Petition Approved
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- Petition Denied

Comments