



# University Student Records

## Petition for Waiver of Course Registration Change Deadline

**Submitting Instructions:** Send the completed and approved form, by NMSU email, to University Student Records at record\_grade@nmsu.edu or by fax to (575) 646-1579. For questions or additional information on this form please call University Student Records at (575) 646-3411.

Student Information		
Aggie ID Number:	Last Name, First Name, Middle Initial:	NMSU email address:
Semester/ Year	Fall 20 ____ Spring 20 ____ Summer 20 ____	College/Major:

Retroactive Request Information	
<i>*This petition must be accompanied by a <a href="#">Change of Schedule Form</a> with detailed course information for processing purposes.</i>	
Requesting:	to <b>ADD</b> a course after the published deadline date
	to <b>CHANGE SECTIONS</b> after the published deadline date
	to change <b>GRADING MODE</b> after the published deadline date
	to <b>DROP</b> a course, without a "W", after the published deadline date (Drop a Course)
	to <b>DROP ALL</b> courses, without a "W", after the published deadline date (Cancel Registration Cancellation)
	to <b>WITHDRAW</b> from a <b>SINGLE</b> course, with a "W", after the published deadline date (Withdraw from a Course)
	to <b>WITHDRAW</b> from <b>ALL</b> courses, with a "W", after the published deadline date (Withdraw from Current Semester)
	to <b>PETITION</b> for a Medical Withdrawal, after the one academic year allowed in compliance with <a href="#">ARP 4.03</a>

Describe the extenuating circumstances that prevented you from making the requested change(s) by the published deadline.
<i>*In compliance with HIPAA regulations, please <b>DO NOT</b> include any medical diagnosis information in your statement.</i>

Financial information concerning drops and withdrawals can be found at [University Accounts Receivable](#) . Financial Aid/Scholarship Recipients are encouraged to contact [University Financial Aid and Scholarship Services](#) before withdrawing. Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds. (Form not to be used to withdraw from the university.) Students with questions about how a schedule change will impact their progress toward degree should consult their academic advisor.

I understand I will be responsible for payment of any balance due after the required return of federal student aid funds.

X

Student's Signature	Date
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Academic Associate Dean/VPAA Approval	
All Petitions for Retroactive Registration Changes should comply with approved policy and procedures as described in NMSU <a href="#">ARP 4.03</a>	
<input type="checkbox"/> Request Approved	Comments or Notes:
<input type="checkbox"/> Request Denied	

X

Academic Associate Dean/VPAA Signature	Date	Academic Associate Dean/VPAA Printed Name
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Registrar Approval	
Registrar's approval is only required if semester being petitioned for is more than one academic year in the past in compliance with <a href="#">ARP 4.03</a>	
<input type="checkbox"/> Request Approved	Comments or Notes:
<input type="checkbox"/> Request Denied	

X

Registrar's Signature	Date	Registrar Printed Name
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Renita Hicks