



# Petition for Academic Record Adjustment

This form is used for adjustments to a student's record in a prior term.

**Instructions:** Please complete the top part of this form. (You are encouraged to do this in consultation with your advisor.) **Attach a typed appeal stating your explanation and justification for the desired adjustment.** Turn in this form, your typed appeal and all supporting documentation to the Registrar's Office (TSC 246). The cost for the petition is \$20 which is due at the time you turn in the petition (this is a non-refundable processing fee and does not guarantee approval). You will be notified of the approval or denial of your petition via email. Please be aware that late drops are not eligible for refunds and that adding classes will likely require additional tuition and/or fees.

**Please note: No changes can be made to the transcript once a USU degree has been awarded. A maximum of two semesters may be adjusted per each degree. Petitions must be submitted within two years of the desired adjustment.**

Student Completes this Section

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Semester & Year for which the adjustment is petitioned: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Student Signature: \_\_\_\_\_

This signature certifies the attached information is true and accurate)

Check the appropriate box(es):

- Dropping class(es)
- Adding Class(es)
- Complete Withdrawal
- Change in credits (variable credit)
- Changing Sections
- Other: (explain) \_\_\_\_\_

A memo or an email from the instructor stating your participation in the class and/or other appropriate information is required for almost all petitions. Other supporting documentation could include transcripts, memos from advisor, and letters from physicians and/or copies of medical records if applicable.

Registrar's Office

Registrar's Office Notes (what action is being requested):

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

Check List:

SPACMNT Notes: \_\_\_\_\_

SFASTCA Notes: \_\_\_\_\_

Other notes: \_\_\_\_\_

Sent to Associate Registrar

\_\_\_\_\_  
Registrar's Office Signature

Associate Registrar

Associate Registrar's Notes:

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

Denied  Approved Reason: \_\_\_\_\_

\_\_\_\_\_  
Associate Registrar's Signature

Office

Tuition Calculation Needed Amount Owed: \$ \_\_\_\_\_

Record Adjusted:

Copy to Financial Aid  Copy to RCDE

\_\_\_\_\_  
Date/Initials

Paid \$20 Fee: \_\_\_\_\_

## Procedure for Petitions for Academic Record Adjustments

- The student picks up the blank form from the Registrar's Office, advisor, or prints one from <http://www.usu.edu/registrar/forms>
- The student completes the form and attaches a typed explanation/justification and any supporting documents (i.e. a doctor's note, work schedule, memos from instructors, etc.) The student may consult with the academic advisor while completing this portion.
- The student returns all documents to the Registrar's Office along with a non-refundable \$20 processing fee (this is a processing fee and does not guarantee approval).
- The Registrar's Office reviews the petition, consulting with instructors as needed. Clarification and comments will be added to the form.
- When a final decision is made by the Associate Registrar, the form is then processed according to the decision, then filed.
- If a course is being added, the Registrar's Office will assign an NGR (no grade reported) and send the instructor(s) of record a Change of Grade form to collect the appropriate grade(s).

**If you have questions about the processing of petitions, please contact the Registrar's Office.**