

Petition for Academic Record Adjustment

This form is to be 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. Also attach any supporting documents you have.** Turn in this form and your appeal to the Registrar's Office (TSC 246). The cost for the petition is \$20 and is due at the time you turn it in (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 be paid.

Please note: No changes can be made to the transcript once a USU degree has been posted.

Name: _____ Student No.: _____ Date: _____

Phone: (____) _____ Quarter/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 (var. crdt.)
- Changing Sections
- Other: (explain) _____

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

Check List:

- PaperClip notes: _____
- 148 Screen notes: _____
- 139 Screen notes: _____

Recommendation: _____

Send to Associate Registrar

Registrar's Office Signature

Associate Registrar's Notes:

Check List (as deemed necessary):

- Advisor notes: _____
- Instructor notes: _____
- Dean notes: _____
- Other notes: _____

Denied - Approved Reason: _____

Forward for Processing

Associate Registrar's Signature

Tuition Calculation Needed. Amount Owed: \$ _____

Copy to Financial Aid. Copy to Continuing Education.

Record Adjusted:

Date / Initials

Procedure for Petitions for Academic Record Adjustments

- ◆ The student picks up the blank form from the Registrar's Office.
- ◆ 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 fee 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 forwarded to the Registrar's Office for processing and filing.
- ◆ If a course is being added, the Registrar's Office will assign an NGR (no grade reported) code 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 your petition, please contact the Registrar's Office.