



### Petition for Retroactive Registration

Students wishing to add a course(s) to their schedules once the official registration period in CampusNet has expired, and the enrollment form with instructor signature(s) is no longer valid, **must** submit a Petition for Retroactive Registration.

**Required for Petition:**

- Completed Petition for Retroactive Registration
- **Typed** statement from the student describing the circumstances which prevented timely enrollment in the course(s). *See Sample.*
- Documented approval of the instructor(s) of the course(s). Attach separate support documentation.

*If approved, payment in full (which may include a tuition surcharge or late registration fee) will be due immediately. Upon proof of payment, the course(s) will be added to the student's schedule. If the course(s) listed below are from a semester which has already concluded, it the responsibility of the student to contact the instructor(s) and arrange for the submission of a final grade(s).*

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Name	Student ID #			
Street Address	Apt	City	State	Zip
Email	Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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**Program of Study/Major:** \_\_\_\_\_

**Semester/Year of Requested Retroactive Registration**     Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

**Course(s) to be Added (listed by department and course number, i.e., MTH 181, ESC 282...)**

\_\_\_\_\_

*With my signature, I hereby authorize the College Undergraduate Petitions Committee to review any pertinent records. I also affirm that to best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.*

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Student Signature	Date
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\_\_\_\_\_ Completed petitions must be turned into the Washkewicz College of Engineering Dean's Office or submitted online. Petitions will be reviewed for accuracy and completion by the advising staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Undergraduate Petitions Committee. Submission does not constitute a guarantee of approval.

\_\_\_\_\_ Submission of the petition does NOT constitute a guarantee of approval.

Please note, the Undergraduate Petition Committee holds only a few meetings each semester.