



OFFICE OF THE REGISTRAR & OPERATIONS

901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090
(206) 220-8030; Fax: (206) 296-2443
Email: registrar@seattleu.edu

INSTRUCTIONS TO STUDENT:

- Provide all of the information requested and obtain any required signatures, then present this form to the Dean's office of your school/college.
This petition is appropriate for situations of institutional error.
If exchanging one course for another, use the Registration Change Petition to the Dean form.
Only the Dean's staff can submit this form to the Office of the Registrar & Operations.

DEFINITIONS: Late Drop: Students may petition to drop a course after the add/drop deadline. If approved, there will be no record of the course on the transcript.

NOTE: Students are responsible for dropping courses during the add/drop period or withdrawing during the withdrawal period. Failure to attend a class without properly dropping or withdrawing may result in a final grade of F.

Student ID Number: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_
Area Code

Student Legal Name: \_\_\_\_\_ Last First Middle SU Email: \_\_\_\_\_@seattleu.edu

Class Level: [ ] FR [ ] SO [ ] JR [ ] SR [ ] GR [ ] Post-Bacc [ ] Non-Matric

College or School of major: [ ] ASC [ ] BUE [ ] EDU [ ] MRC [ ] NUR [ ] SCE [ ] STM Major or Program \_\_\_\_\_

Registration Term/Year (Fill in year): Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_
Year Year Year Year

CHECK ALL THAT APPLY and OBTAIN REQUIRED SIGNATURES OFFICE SIGNATURES
[ ] I am receiving financial aid and/or scholarships
[ ] I am a participant in intercollegiate sports
[ ] I am an International Student with an F1 or J-1 Visa
[ ] I am a participant in the Culture & Language Bridge Program
[ ] I am a participant in ROTC
[ ] I am on academic probation
[ ] I am a Nursing major

Detailed reason for this request \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSES TO BE LATE DROPPED:
Table with 6 columns: Subj & Course #, Section, Course Title, Credits, Instructor Signature, Last Date of Attendance

[ ] Petition Approved
[ ] Petition Denied Reason: \_\_\_\_\_

Dean or Assoc Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTRAR'S OFFICE USE ONLY
Processed by: \_\_\_\_\_
Date: \_\_\_\_\_