

KENT STATE UNIVERSITY PETITION FOR EXCEPTION TO REGISTRATION FORM

Last Name First Name Middle Initial

Kent State ID Number (Note: To locate your Kent State ID number, login to FlashLine and click on the My Account tab.)

E-mail Address (Your Kent State email address only) @kent.edu

Semester/Term

Daytime Phone Number

TOTAL HOURS REGISTERED THIS SEMESTER PRIOR TO THIS REQUEST _____

	CRN	SUBJECT AREA	COURSE ID		CREDIT HRS	REQUESTED ACTION
			Course #	Section #		
1.						
2.						
3.						
4.						
5.						
6.						

ADJUSTED TOTAL HOURS THIS SEMESTER IF THIS REQUEST IS APPROVED _____

If approved, I authorize the processing of the above transaction(s). I am aware that I am fully responsible for any additional fees which may be incurred by the above change(s), and will contact the Bursar's Office or my Regional Campus Student Services Office for fee payment information.

Student's Signature

Date

CHECKLIST REQUIREMENTS

- Attach a relevant statement explaining the nature of your request, why the request is being made and what extenuating circumstances prevented you from completing this change before the official processing deadline for the course(s).
- Submit all documentation to support your extenuating circumstances.
- Submit a statement from your instructor(s) supporting this petition only if you are adding a course. **Please note that the instructor's statement must be on Department letterhead with the instructor's written signature or in an email generated from the instructor's Kent State email address (kent.edu account) sent to the Registrar's Office at REGPETITION@kent.edu.**
- Please make a copy of your materials. **The petition form and documentation will not be returned to you nor will copies be made for you.**

Your Petition for Exception to Registration form **with all supporting documentation** must be submitted to the Office of the University Registrar in one of the following ways:

- **Bring To:** Office of the University Registrar Service Counter, Room 108, Schwartz Center
- **Mail To:** Kent State University, Office of the University Registrar, P.O. Box 5190, Kent, OH 44242-0001
- **Fax To:** (330) 672-4836

NOTE: THIS IS A REVIEW PROCESS. If additional documentation is required, you will be notified by email at your Kent State email address. **Once the review process is complete you will receive the final decision by email.** If your Petition for Exception to Registration is approved, review your account for any additional fees incurred by logging into FlashLine and clicking on the My Account tab. Access links to view your account under the My Student Account channel. **Forms that are deemed to be incomplete/incorrect may not be considered for review by the committee.**

For Office Use Only:

____APPROVED ____DENIED ____PENDING SIGNATURE _____ DATE _____