

**St. Edward's University Office of the Registrar
Petition For Exception To Current Semester Deadlines**

Name: _____ SEU ID#: _____

SSN: _____ Date of Birth: _____

Address: _____

City & State _____ Zip: _____

Cell/Daytime Phone: _____ Email: _____

Please choose the appropriate option:

- Petition to change the following:
 Current Semester _____
- File request to Audit a course past the deadline
- Graduation Certification past the deadline
- File or withdraw Pass/No Pass Declaration past the deadline

Other

List the action(s) you are requesting be made to your education record:

*Describe in as much detail as possible the extenuating circumstances that you feel justify consideration for exception to a deadline, and/or the rationale for requesting that changes be made to your official education record. If petitioning for exception to a deadline, please specify why the deadline was missed. **Include any supporting documentation you may have.** Use additional sheets or the back of this form if necessary. Print clearly or type.*

*Requests must be in compliance with rules, regulations and policies promulgated in the St. Edward's University Bulletin or Student Handbook in force during the identified term and year. **Be sure to read the regulations pertaining to your specific request, including the appeal authority and deadlines published in the St. Edward's University Bulletin or Student Handbook.***

For Office Use Only

<i>Received By:</i>		<i>Date</i>	
<i>Registrar or Associate VP for Academic Affairs Signature:</i>		<i>Date</i>	
<i>Action:</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Comments:</i>		
<i>Student Notified By:</i>		<i>Date</i>	
<i>Record Updated By:</i>		<i>Date</i>	