

## Registration Petition Form Guidance

Per faculty rule 3335-8-32, students with circumstances outside their control can request to drop a course or withdraw from all courses in a term outside of normal deadlines. Please review the following directions and work closely with your academic advisor to complete this form and provide requested documents. Petitions may be denied, so follow the instructions below carefully and get support when needed.

### What an approved registration petition does:

An approved registration petition drops one or more courses for a term during which you experienced circumstances outside of your control that impacted your academic progress, such as significant illness. A successful petition protects your academic record from the impact of extenuating circumstances. Outcomes for an approved petition may [result in a "W"](#) placed on your record. You will be asked to provide last dates of attendance in courses (which may also be verified by instructors). Per federal and institutional guidelines, approved retroactive petitions are dated to the last date of attendance. This dating can impact your university bill and financial aid, [resulting in credits to your account or additional charges](#).

### Situations where a petition is not the best option:

- You passed classes and they can count towards requirements, but the grades were lower than you wanted. If you withdraw from a required class, you will need to go back and take it again later. Under these circumstances, [Grade Forgiveness](#) may be a better option if you have Grade Forgiveness attempts available.
- Dropping courses may also impact housing, financial aid, military aid, health insurance. Student Advocacy and/or BuckeyeLink can assist with discussing possible consequences before you submit a petition.

### Submitting a strong petition:

Students completing a petition are encouraged to highlight the following, where applicable, within their required petition statement:

1. The situation was unforeseeable.
2. The situation was non-academic (i.e. unrelated to preparation for the course, performance, subject matter, etc.).
3. The situation was outside of your control.
4. The situation was severe enough to impede your academic success.
5. The situation can be documented by an objective party\*.
6. The situation arose after the 10th Friday drop deadline (since you could otherwise have dropped classes through normal channels prior to that deadline).

Petition decisions are considered final. Your academic advisor can help you submit the strongest petition possible and share as much or little as you are comfortable sharing. The list above is intended as a reference, and you may choose to submit a petition even if it does not relate to the items listed above.

### \*Documentation needed for a petition

Documentation varies depending on the circumstances that are negatively impacting you and your academics and are outside of your control. The individuals reviewing your petition request want to collect the minimum information needed to validate your situation to protect your privacy and sensitive information. We also want to be sensitive to your financial and personal situations and the difficulty that can accompany gathering the information below. Some common circumstances include:

- **Death of a friend or family member:** plan to provide a digital notice or obituary and an explanation of your relationship to the deceased.
- **Caring for and/or illness of a friend or family member:** you will need a statement from a medical professional confirming that the person you are caring for requires your assistance. Avoid submitting specific diagnoses and medical records.
- **Legal or criminal concern:** copies of police reports, divorce or bankruptcy paperwork, etc. may be needed to validate these situations.
- **Personal physical or mental health concerns:** A letter stating your medical concerns impacted coursework is all that is needed. Avoid submitting documentation containing specific diagnoses, complete medical record, list of prescriptions, etc. with a registration petition to protect your privacy.

Advising office contact information can be found at <https://advising.osu.edu/schedule-appointment>.