

REGISTRATION EXCEPTION REQUEST FORM

University and Graduate School registration policies are strictly enforced; therefore, it is in every student's best interest to ensure proper and timely registration. Please note that exceptions are rarely granted, and then only in cases of extenuating circumstances proven to be out of the student's control. **Requests to change registrations should be made prior to the last day of instruction of the term in which the course is being taken.**

To complete the form: Please print or type the information. To be reviewed by The Graduate School Scholastic Committee (GSSC), your request must include: **1)** the circumstances that prevented you from correctly registering during the official registration period; **2)** the instructor's signature; and **3)** your adviser's signature.

Notification of decision: Every attempt is made to complete processing of this form as quickly as possible. You will be notified via e-mail of the Graduate School's decision. If an exception is granted, The Graduate School will give you specific instructions in the email on how to complete the process of changing your registration. ***It is then your responsibility to follow through with the required action.***

Return this form to the Graduate School Student Service and Progress Office in **316 Johnston Hall**.

Name (last, first, middle/former)	University ID Number	Phone number and U of MN e-mail (required)
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For the course(s) you list in the grid below, please use the following codes in the "Action Requested" field:

Add a class = A Drop a class = D Change grade base = G Change credit number = C

For the term/year: Fall Spring Summer 20_____

The course(s) in question are:

Action Requested	5-digit Call Number	[Requested] Grade Option	[Requested] # credits	Department code, course number, section	Instructor name	Instructor signature

Adviser Name (please print) _____ Adviser Signature _____ Date _____

The circumstances relevant to my request are: (Please attach any additional documentation in support of your request [e.g., supporting letters from the instructor, your adviser, physician, etc.])

I am now aware of the University's registration deadlines and understand the ramifications of not resolving all registration issues during the authorized registration period. I also understand that multiple requests for exceptions are not routinely granted.

Student Signature _____ Date _____

Graduate School's Scholastic Committee action: Approve _____ Deny _____	_____ GSSC officer signature	_____ Date
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