



Petition for Retroactive Registration Change

(NOT TO BE USED FOR MEDICAL WITHDRAWAL)

Student Information		
Aggie ID Number:	Last Name, First Name, Middle Initial:	
Semester/ Year	Fall 20 _____	Spring 20 _____ Summer 20 _____
Current Street Address:		City, State, Zip Code
Telephone Number:	NMSU Email Address:	College/ and Major:

Retroactive Request Information	
*This petition must be accompanied by a Change of Schedule Form with detailed course information for processing purposes.	
Requesting:	to ADD a course after the published deadline date
	to CHANGE SECTIONS after the published deadline date
	to change GRADING MODE after the published deadline date
	to DROP a course, without a "W", after the published deadline date (Drop a Course)
	to DROP ALL courses, without a "W", after the published deadline date (Cancel Registration Cancellation)
	to WITHDRAW from a SINGLE course, with a "W", after the published deadline date (Withdraw from a Course)
	to WITHDRAW from the ALL courses, with a "W", after the published deadline date (Withdraw from University/College)
Provide an explanation of the extenuating circumstances that prevented you from making the Registration changes you are petitioning for by the published deadline.	
*In compliance with HIPPA regulations, please DO NOT include any medical diagnosis information in your statement.	

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals/>. Financial Aid/Scholarship Recipients are encouraged to contact [University Financial Aid and Scholarship Services](#) before withdrawing. Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

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Student's Signature	Date
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Academic Associate Dean/VPAA Approval	
All Petitions for Retroactive Registration Changes should comply with approved policy and procedures as described in:	
<ul style="list-style-type: none"> • NMSU ARP 4.03 (https://arp.nmsu.edu/) and • Faculty Senate Proposition 22-14/15 (https://provost.nmsu.edu/facultysenate/wp-content/uploads/sites/10/2015/07/Proposition-22-1415-Policy-6.92-Retro-due-pass-version-1.pdf) 	
Request Approved	Comments or Notes:
Request Denied	

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Academic Associate Dean/VPAA Signature	Date	Academic Associate Dean/VPAA Printed Name
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