

REGISTRATION EXCEPTION REQUEST FORM

University and Graduate School registration policies are strictly enforced; therefore, it is in every student's best interest to ensure that they are registered properly and in a timely manner. If you are requesting to cancel a course after the 8th week of the term and before the term has ended, you only need to complete the Cancel/Add portion of this form.

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 committee, your request must include 1) the circumstances that prevented you from registering during the official registration period; and 2) any other circumstances surrounding your case that you feel argue for an exception. Be sure to sign and date the form in the spaces provided.

Notification of decision: You will be notified of the Committee's decision within 10 business days. If an exception is granted in your case, The Graduate School will enter the appropriate registration approval codes into the registration system. It is then your responsibility to complete the change-in-registration process at one of the Registrar's Student Services Centers or online.

REASON: (Please attach any additional documentation in support of your request [e.g., supporting letters from the instructor, your advisor, physician etc.]).

I am now aware of the University's registration deadlines and understand the ramifications of not registering/making changes in my registration during the authorized registration period. I also understand that exceptions are not routinely granted.

Graduate School's Scholastic Committee action:

Approve _____ Deny _____

Student Signature

Date

Signature

Date

University of Minnesota/Course Request Form

Term and year: _____ Fall _____ Spring _____ Summer 20 _____

Name (last, first, middle, former)	University ID No.	Telephone number/U of MN e-mail (required)
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Add Class

Call number	Grade option	Variable credits	Department, course number, section	Instructor name	Instructor signature

Cancel Class

Minnesota Public Information Research Group is a non-profit, student-run advocacy group. A full description of this group can be found in the Tuition and Fees portion in the Class Schedule or at www.onestop.umn.edu/finances/tuition_and_fees.html. The MPIRG fee is assessed per semester to those who pay the student services fee. Payment is refundable through MPIRG. If you choose **NOT** to pay, initial here: _____

Student Legislative Coalition is a standing committee of University of Minnesota Student Senate and a non-partisan, student run organization devoted to lobbying on behalf of University of Minnesota students. A full description of this group can be found in the Class Schedule or at www.onestop.umn.edu/finances/tuition_and_fees.html. The fee is assessed per semester to those who pay the student services fee. Payment is refundable through SLC. If you choose **NOT** to pay, initial here: _____

Advisor Name
#GS05

Advisor Signature

Date