Registrar's Recommendation to the Academic Standing Committee:
Petition for Exception to Registration Policies

Carleton

ID _____ **Name** _____ **Class Year** _____ **Date** _____

Submit completed petition to the Registrar's Office. Petitions are reviewed weekly by the Registrar and/or the Academic Standing Committee. You will be notified of the committee's decision via email.

Petition Type – check the appropriate box(es):

☐**Exception to registration deadlines**
    ☐Add
    ☐Drop (no DRP recorded)
    ☐Late Drop (DRP recorded)

☐**Overload (due before the end of the add/drop period)**
    List the course you want to overload with and get that instructor's approval and statement.

☐**Other** _____
    Explain the type of policy exception you are requesting.

Add/Drop/Overload	Subject	Course #	Section #	Credit	Instructor	Term/Year

Provide a concise statement of your request and rationale. If you are requesting an overload, list your other classes for the term:

_____ _____
(Student Signature) (Date)

Instructor's Comments, including dates of attendance (REQUIRED):

_____ _____
(Instructor Signature) (Date)

Adviser's Comments (REQUIRED):

_____ _____
(Adviser Signature) (Date)

_____

ASC COMMENTS: