

# KENT STATE UNIVERSITY PETITION FOR EXCEPTION TO REGISTRATION FORM

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

\_\_\_\_\_  
E-mail Address (Your kent.edu account only) @kent.edu

\_\_\_\_\_  
Banner ID Number (Note: To locate Your Banner ID, login to FlashLine and click on Student Tools. On the bottom right side, you will see "Tip to find your Banner ID")

\_\_\_\_\_  
Semester/Term

\_\_\_\_\_  
Daytime Phone Number

TOTAL HOURS REGISTERED THIS SEMESTER PRIOR TO THIS REQUEST \_\_\_\_\_

	CRN	SUBJECT AREA	COURSE ID		CREDIT HRS	REQUESTED ACTION
			Course #	Section #		
1.						
2.						
3.						
4.						
5.						
6.						

ADJUSTED TOTAL HOURS THIS SEMESTER IF THIS REQUEST IS APPROVED \_\_\_\_\_

If approved, I authorize the processing of the above transaction(s). I am aware that I am fully responsible for any additional fees which may be incurred by the above change(s), and will contact the Bursar's Office or my Regional Campus Student Services Office for fee payment information.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**CHECKLIST REQUIREMENTS**

- Attach a relevant statement explaining the nature of your request, why the request is being made and what extenuating circumstances prevented you from completing this change before the official processing deadline for the course(s).
- Submit all documentation to support your extenuating circumstances.
- Submit a statement from your instructor(s) supporting this petition. **Please note that the instructor's statement must be on Department letterhead with the instructor's written signature or in an email generated from the instructor's kent.edu account sent to the Registrar's Office at REGPETITION@kent.edu.**

Your Petition for Exception to Registration form **with all supporting documentation** must be submitted to the Office of the University Registrar in one of the following ways:

- **Bring To:** Office of the University Registrar Service Counter, Room 108, Schwartz Center
- **Mail To:** Kent State University, Office of the University Registrar, P.O. Box 5190, Kent, OH 44242-0001
- **Fax To:** (330) 672-4836

**NOTE: THIS IS A REVIEW PROCESS.** If additional documentation is required, you will be notified by email at your kent.edu email account. **Once the review process is complete you will receive the final decision by email.** If your Petition for Exception to Registration is approved, review your account for any additional fees incurred by logging into FlashLine. Then, click on Student Tools. On the right side under My Account, click on Bursar Account – My Account.

**For Office Use Only:**

\_\_\_\_ APPROVED      \_\_\_\_ DENIED                      SIGNATURE \_\_\_\_\_                      DATE \_\_\_\_\_