USC University of Southern California

To determine if you may be eligible to correct a registration error by petition, please visit ask.usc.edu and select:

Area: Registrar **Category:** Petitions

PETITION INQUIRY FORM

IMPORTANT: *I have consulted with my academic advisor and other USC officials regarding the financial, academic and visa implications of my request, if applicable. After consultation with their respective offices, I have decided to proceed with my petition inquiry. All decisions are final and I understand that any changes or updates to my request are my responsibility.*

Last Name _____ First Name_____USC ID Number_____

Petition Request:

Students may use one petition inquiry form for each request and each term. If students have more than one request or an additional request from another term, they must use a separate petition inquiry form. **Please check only one box.**

- ☐ Late Register
- ☐ Late Add
- ☐ Late Change to Pass/No Pass
- ☐ Late Change to Letter Grade
- ☐ Late Withdrawal with Mark of W
- ☐ Late Withdrawal without Mark of W
- ☐ Late Change of Unit Value *(from _____ to _____ units)*
- ☐ Re-add Petition
- ☐ Delete Petition

SELECT THE TERM: Fall ☐ Spring ☐ Summer ☐ **YEAR:**_____

Students must list all course information below, including all section numbers of a course, if applicable. **Failure to provide all course information will result in delays and the petition inquiry will not be reviewed.**

	COURSE PREFIX	COURSE NUMBER	SESSION CODE	LECTURE SECTION NUMBER	DISCUSSION SECTION NUMBER	LAB SECTION NUMBER	QUIZ SECTION NUMBER
	EX: CHEM	105	001	17222		17226	17224
1							
2							
3							
4							
5							
6							

Please answer the following questions:

1. What attempts did you make OR what prevented you from making this registration change prior to the deadline?

2. In no more than three sentences, why should an exception be made?

3. Is your request due to a disability? ☐ **YES** ☐ **NO**

4. Are you registered with Disability Services and Programs (DSP)? ☐ **YES** ☐ **NO**

You may submit this form for review here: Supporting Documentation must be in the form of a PDF.

Would you like to attach additional documents to your request? ☐ **YES** ☐ **NO**

Office Use Only

Registrar Decision **Date:**	**CAPP Decision** **Date:**
Approved ☐ Not Approved ☐ Voided ☐	Approved ☐ Not Approved ☐
Notes:	Notes:

There is no guaranteed outcome for a petition request.

The University of Southern California admits students of any race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability or mental disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability or mental disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The University's full nondiscrimination policy can be found on the Web at policies.usc.edu.

The University of Southern California complies with all federal and state laws that protect individuals with disabilities from discrimination based on their disability status. As such, reasonable accommodations and auxiliary aids and services are available to individuals with disabilities when such modifications and services are necessary to fully access the institution's programs and services. Disability Services and Programs (DSP) provides accommodations and services to enrolled students with disabilities. Applicants and registered students with questions may contact the Office of Disability Services and Programs at dsp.usc.edu. The university's ADA/504 Coordinator is Christine Street. She may be reached at streetc@usc.edu.