

**UNIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR
PETITION TO CHANGE REGISTRATION DUE TO UW ADMINISTRATIVE ERROR**

NOTE: This form is only for changing registration status or dropping a class. If you wish to ADD a class you must submit a LATE ADD PETITION to the Registration Office in 225 Schmitz Hall. This form CANNOT be used to change graded classes to S/NS or from S/NS to a grade.

The Faculty of the University of Washington has established regulations governing registration deadlines. Specific dates are published in the Quarterly Time Schedule and displayed on MyUW as a guide to students. Failure to observe these dates are not reasons to have your academic transcript altered. If UW Faculty/Staff error prevented you from making a transaction by the specified deadline, please outline below and provide the appropriate documentation.

Email: petition@uw.edu

PETITION WILL BE DENIED IF SUBMITTED WITHOUT DOCUMENTATION FROM A UW STAFF/FACULTY MEMBER.

Last Name: _____ **First Name:** _____

Student Number: _____ **Quarter:** A W Sp Su **Year:** 20__

Course being petitioned: _____

Student email: _____

Describe below what you are requesting and how this was due to an error made by UW staff or faculty (use back of form if needed):