SOUTHERN METHODIST UNIVERSITY

UNIVERSITY REGISTRAR
DIVISION OF ENROLLMENT SERVICES

EN4275C ENROLLMENT DISCREPANCY PETITION PROCEDURE

Student's Name: _____ **SMU ID:** _____

Each student is personally responsible for complying with enrollment procedures and for the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who wish to petition an enrollment discrepancy should contact their Academic Dean or Records office. Petitions submitted later than six months after the discrepancy may not be considered. Follow the procedures outlined below to petition your academic record:

1. **After the 12th class day for fall/spring or the 3rd class day for summer sessions I and II and the 5th class day for summer combined sessions**, prepare a petition explaining the request. The petition must be neatly printed or typed and include the student's full name, SMU ID number, local address, telephone number, and SMU e-mail address.

2. Complete a Schedule Request Change (Add/Drop) form. The form must be signed by your advisor.

3. Obtain instructor's approval for late add. Instructor should sign add/drop form.

4. Obtain departmental approval and Student Specific Permission for the class/es when applicable.

5. Attach $25 fee for each add or drop transaction. If fee is not attached, student's account will be charged.

6. If the petition involves a course in which grades have been assigned, request the Instructor to submit a Grade Change form. A separate memo from the instructor explaining the student's participation in the class may be required.

7. Attach this form to the completed petition (including any required supporting documentation and forms) and submit to your Academic Dean or Records Office for review. Once reviewed, your petition will be forwarded to the University Registrar's Office.

ACADEMIC DEAN AND RECORDS OFFICE USE ONLY

Note: Your signature indicates that the above student has complied with all applicable action items listed above; all items have been reviewed and verified by you, and the petition is complete.

Signature Required	"I Endorse"/"I Do Not Endorse" (Indicate choice in writing below)	Date
_____ **Academic Dean or Records Office**		
Comments:		