

Saint Louis University  
Academic Records Revision  
Past Registration Request

Form  
**#48**

Section 2  
Student Justification

Saint Louis University  
Academic Records Revision  
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**#48**

I understand and acknowledge that:

A Petition for Academic Revision of Records will only be considered up to one year (12 months) after the end of the term in which the course was taken or up to one year (12 months) after the deadline for an approved Course Extension (Incomplete Grade).  
Adding courses may result in additional tuition and fees.

Section 4  
Acknowledgements

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Section 6  
Approvals

\_\_\_\_\_

Instructor Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Form Procedures**

1. Student completes sections 1 and 2.
2. Student acknowledges conditions and policies related to a late registration request in section 4.
3. Instructor justification for a past registration request in section 3.
4. Instructor requests late registration and approves via signature in section 5.
5. Student submits petition Student submits petition to the Dean of their College/School or Director of their Center along with the Petition for Revision of Academic Record.