



ADMINISTRATIVE REGISTRATION CHANGE PETITION

****This is not a tuition appeal****

Student Name: _____

A# _____

Email: _____@aims.edu

Phone: _____

Please complete this petition, attach appropriate supporting documentation, and submit it to Student Enrollment on any campus, email to myenrollment@aims.edu, or faxed to (970) 475-2361.

COURSE INFORMATION:

I am requesting an: Administrative Withdrawal ("W" appears on transcript, still financially liable)

Administrative Drop (no longer appears on transcript, refund is issued)

Term: Fall Spring Summer 20_____

_____	_____	_____	_____
CRN	Subject/Number	Course Title	Credits
_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
CRN	Subject/Number	Course Title	Credits
_____	_____	_____	_____
CRN	Subject/Number	Course Title	Credits

Rationale for Administrative Registration Change: Please describe the extenuating circumstances that prevented you from withdrawing or dropping by the appropriate deadline (attach a separate sheet, if necessary). **Supporting documentation must be attached to this form. Petitions will not be considered without supporting documentation.**

By signing this petition, I certify that all of the information provided is true and accurate. I understand that a withdrawal or drop may impact my financial aid award and financial aid standing.

STUDENT SIGNATURE: _____ **DATE:** _____

STUDENT ENROLLMENT USE ONLY					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<table border="1"> <tr> <td>Received</td> <td>Entered</td> </tr> <tr> <td style="height: 100px;"></td> <td style="height: 100px;"></td> </tr> </table>	Received	Entered		
Received	Entered				
Signature: Registrar or designee _____	Date _____				