

**Saint Louis University**  
**Academic Records Revision**  
**Past Registration Request**

**Form**  
**#48**

**Section 1**  
**Student & Semester**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student ID**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Semester (fall/winter/spring/summer and year)**

\_\_\_\_\_  
**Course Reference Number (CRN)**

\_\_\_\_\_  
**Course Subject/Number/Section**

**Section 2**  
**Student Justification**

State in clear and concise sentences why a Past Registration Request is being submitted.

**Section 3**  
**Instructor Justification**

State in clear and concise sentences the support for a past registration and academic records revision.

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**Section 4**  
**Acknowledgements**

**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.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Section 6**  
**Approvals**

\_\_\_\_\_  
**Requested Grade**

\_\_\_\_\_  
**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](#).