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 _________

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject/Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
☐ Approved
☐ Denied

Signature: Registrar or designee Date

Received

Entered

Revised 8/2019