



Office of the Registrar
 Rocket Hall, Room 1100
 Mail Stop #322
 Toledo, OH 43606-3390
 Phone: 419.530.4844
 FAX: 419.530.4828

Administrative Adjustment Policy

In certain extenuating circumstances that occur outside the normal policies and deadlines of the University, discretionary drop/withdrawal/schedule adjustments may be granted. A student must petition the Office of the Registrar within one year of the term for which the adjustment is requested and must provide a written statement explaining why an administrative adjustment is requested. This written statement must include dates, details, any financial request, documentation supporting the explanation, and a completed Course Request Form or Withdrawal Form as appropriate.

Permission for an exception from published policies and deadlines **is not automatic**, and each request receives consideration based on the student’s extenuating circumstances as presented.

The Administrative Adjustment Review Committee and the Office of the Registrar reserve the right to approve, deny, or void requests at any time. Any misrepresentation of facts or submission of fraudulent supporting documentation is cause for immediate denial. Student Judicial Affairs may be contacted for further action.

Financial Aid Recipients

Not all approved adjustment requests result in a monetary adjustment and approved requests could cause repayment of monies. If you are a financial aid (FA) recipient, we suggest you consult with your FA counselor before making this request. If your request is approved and you fall below part-time status as a result of this adjustment, you may be responsible for early loan repayment. Approved petitions may result in a reduction in financial aid for the term adjusted and result in a balance due.

Petition Deadline

There is a **one-year time limit**. Students may not file a petition if more than one year has elapsed since the end of the semester in question. **This deadline is strictly enforced.**

Notification

You will be notified by mail when a decision has been made—be sure to put your accurate mailing address on the form. The processing time could take up to four weeks, depending on the volume of petitions received.



Petitions based on a personal medical illness or injury must be submitted to the Student Medical Center. Please contact the Student Medical Center (419.530.3493) regarding their submission procedure and deadline.

Other situations that will not be considered for approval through this process:

Inability to complete a course due to **lack of a functioning personal home computer/required software or lack of transportation to and from campus.**

Non attendance of a course. Once a student registers for a course, the student is responsible for all tuition and fees associated with that course. The student must drop any course that he/she no longer wishes to be enrolled in within the appropriate deadlines. Non attendance of a registered course does not necessarily validate a financial or academic adjustment to the student’s account.

Fee adjustments to **parking/meal plan or health insurance.** You must contact the appropriate office: Parking/meal plan, *Campus Community Support Services* (419.530.5842); Health insurance, *Student Medical Center* (419.530.3466).

Academic issues. Students must follow the Academic Grievance Procedure.

Failure to provide supporting documentation and/or a complete personal written statement as part of this petition will justify immediate denial.

Student Acknowledgement

I have read the above information and understand that:

- Withdrawing from courses or dropping courses may have an adverse effect on financial aid benefits, scholarships, loan deferments, athletic eligibility, health insurance, veteran’s benefits, degree requirements, or other areas.
- Misrepresentation of any of the facts or events in this petition is grounds for denial.

 Student Signature

 Date

 Student Rocket Number

PETITION FOR ADMINISTRATIVE ADJUSTMENT

Student Information Sections (Please print legibly.)

Section 1

Term for which adjustment is requested:

Must be within the 1-year deadline.

Spring

Year: _____

Summer

Fall

Section 2

Student Contact Information

Please provide an address where notification of the decision can be mailed.

Last Name _____ First _____ Middle Initial _____

Student Rocket Number _____

Street Address _____

College Enrolled _____

City _____ State _____ ZIP _____

Phone Number _____

Section 3

Have you attended the course(s) that you are asking for an adjustment?

Yes No

If you answered "Yes" to the above question, what is the **last date** of attendance? _____
Please include your attendance details in your Personal Written Statement.

Section 4

A Personal Written Statement must accompany this petition.

On a separate sheet of paper please identify **what your extenuating circumstances are** and why consideration should be given to your request. Please provide a detailed explanation of your situation including relevant dates.

You must also indicate **what action** you are requesting, such as a financial adjustment, late drop/withdrawal, etc.

Section 5

Supporting documentation

Depending on the reason for this request, the **supporting documentation** could include statements from your instructor regarding your attendance, advisor, or college; employer verification on company letterhead; obituary of an immediate family member; Call to Active Duty papers; written statement from a doctor indicating dates and nature of illness for an immediate family member; or other types of documentation to support your request.

You must attach your Written Statement and Supporting Documentation or your petition will be denied.

FOR OFFICE OF THE REGISTRAR USE ONLY

Decision: Approved Denied Referred to Committee
 Withdrawn/No action needed No extenuating circumstances Past deadline Date: _____
 Approved by Student Medical Center No supporting documentation Personal medical injury/illness
 No written statement Other
 Academic issue
Authorized by: _____
Date: _____

Action: _____ **By:** _____

Date: _____
 SPACMNT

Petitions must include the following:

- Signed Student Acknowledgement (Page 1 of petition)
- Completed Student Information Sections including attachments (Page 2 of petition):
 - Written Statement (explained in Section 4)
 - Supporting Documentation (explained in Section 5)

Incomplete petitions will be denied.