Benedictine University
Office of the Registrar

Petition for Enrollment

Please return form to the Office of the Registrar at Registrars@ben.edu from your BenU email.

PART I General Information

The purpose of this form is to allow a student to petition for enrollment in a course after the late add deadline for the term or to request to audit a course. This form may only be used to enroll in a course or to swap sections of the same course (e.g., ACCT 1111 A to ACCT 1111 B). It may not be used to request a course withdrawal or drop. Students are responsible for withdrawing from any course, if necessary, to accommodate the requested enrollment. To ensure timely processing, all information submitted on this form must be complete and accurate.

Audit registration requires approval from the instructor. A student may not change a course from credit to audit or from audit to credit after the end of the add/drop period. When enrollment limits apply, students taking a course for credit will be prioritized over students auditing the course. Laboratory courses may not be audited. To change a course to audit status (AUD), an enrollment request with the instructor's and department chair's approval must be submitted to the Office of the Registrar.

Last Name	First Name	BenU Student ID Number
Admit Term	Major/Program	Advisor
Student Athlete	☐ Yes	☐ No
Type of Enrollment	☐ For Credit	☐ Audit (no credit)

Current Credit hours prior to request _____

Requested Term	Course Subject	Course Catalog Number	Course Section	Class Number	Credit Hours	Title
Fall 2026	*ACCT*	*1111*	*A*	*1234*	*3*	*Principles of Accounting*

Credit hours anticipated after processing of this form: _____

PART II STUDENT APPROVAL FOR CREDIT HOURS ADDED

I DO HEREBY CERTIFY THAT I APPROVE OF THIS COURSE ADDITION AND UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY AND ALL CREDIT HOURS TAKEN ABOVE THE 18 CREDIT HOUR LIMIT

Approved		
Student Signature	**Printed Name**	**Date**

Please return form to the Office of the Registrar at Registrars@ben.edu from your BenU email.

PART III Advisor Approval

I do hereby certify that the above is true and correct and I approve of this course addition for my student.

Advisor Approval	☐ Yes	☐ No
Advisor Signature	Advisor (Printed)	Date

*Athletic Advisor Approval (if applicable)	☐ Yes	☐ No
Athletic Advisor Signature	Athletic Advisor (Printed)	Date

Instructor Approval	☐ Yes	☐ No
Instructor Signature	(Printed)	Date

Department Chair Approval	☐ Yes	☐ No
Instructor Signature	(Printed)	Date

Dean Approval*	☐ Yes	☐ No
Signature	(Printed)	Date

**Dean signature only necessary if the petition is submitted after the deadline for last day to add with permission has passed.*

Students are responsible for obtaining all signatures prior to returning to Registrars@ben.edu for processing.

PART V Action documentation (Processing) *To be completed by the Office of the Registrar:*

Approved		
RO Signature	**Printed Name**	**Date**