

Revision of Records (ROR): Instructions for Completing a Petition

➤ Before you begin:

1. Consult with an academic advisor before you begin the Revision of Records process.
 - Undergraduate students can refer to <http://advising.missouri.edu/contact/> for information about how to schedule an appointment with your advisor.
 - Graduate and post-baccalaureate students should contact the Office of Graduate Studies (573-882-6311) for information about contacting an advisor.
 - If you do not have an advisor or are unsure of who to contact, call the Office of the University Registrar at 573-882-2227.
2. Changes to your academic record resulting from an approved Revision of Records petition can affect visa status, veteran's benefits, and financial aid in addition to other areas. Please contact any office from the following list that is relevant to your situation to inquire about the potential effects of your Revision of Records petition:

Cashiers	573-882-3097
Disability Center	573-882-4696
International Center	573-882-6007
Student Financial Aid	573-882-7506
Office for Civil Rights & Title IX	573-882-3880
Veterans Center	573-884-4383

➤ Step 1 – Complete the petition form(s):

- A **separate petition form** is required for each semester for which you are seeking a revision. For each form:
 - ☐ Enter your name, student ID number, school or college, email address, current address, and phone number at the top of the page.
 - For School or College, write the academic unit in which you were enrolled during the time period for which you are petitioning. (i.e.: Business, Engineering, Arts and Science, etc.)
 - ☐ Enter the semester and year of the classes for which you are requesting a revision.
 - ☐ Enter the course information of each class for which you are requesting a revision of records.
 - ☐ If you are requesting to drop/withdraw from *all courses in a specific term*, please check the first box and enter the date to which your withdrawal or drop should be backdated.
 - ☐ If you are requesting to drop/withdraw from *only one or some (but not all) of the courses that you took in a specific term*, please check the second box and enter the date to which your withdrawal or drop should be backdated.
 - It is recommended that the date you enter correspond with your reasoning for petitioning the committee – for example, the date of a death in your family, the date of a traumatic event, or the date that you sought treatment for an illness.
 - A date after the “last day to drop without a grade” deadline will result in either a W or an F grade on the student’s transcript.
 - Refer to the [Academic Calendar](#) at the University Registrar’s website for a list of academic deadlines for each semester. Consult with your academic advisor if you are unsure of the date you should enter.
 - ☐ *Requesting a change in the number of credit hours, grading option, etc. only applies in rare situations. If this applies to you, your advisor will help you complete this section.*
 - ☐ Read all of the information and mark answers to all questions in the box above the signature line.
 - ☐ Sign and date on the student signature line to indicate that you understand the information above and authorize changes to your record if your petition is approved.
 - Electronic signatures are acceptable only if your petition is being submitted via an official University of Missouri email address.
 - **If your petition is being submitted via mail or by a non-University email account, your form must be printed and signed in order to be reviewed by the committee.**

➤ Step 2 – Provide your narrative/documentation:

- ☐ Please **type** a thorough description of what occurred during the semester in which you are requesting a revision of records. Include specific details and any pertinent documentation or evidence (i.e.: an obituary, police report, etc.)
- ☐ If you are submitting a medical certification, form make sure to send it to your medical professional right away to allow him/her ample time to complete it and to avoid an unnecessary delay in the review of your petition(s).

➤ Step 3 – Submit your petition(s):

- ☐ Submit your completed petition and any additional supporting documentation or evidence to the Office of the University Registrar via email or mail:
 - Via email attachment: revisionofrecords@missouri.edu
 - Via mail:

Office of the University Registrar Attn: Revision of Records 125 Jesse Hall Columbia, MO 65211

- Your Revision of Records petition will be considered complete only when a form for each course for which you are requesting a revision has been submitted.
- Once your completed petition is received, the Office of the University Registrar will request information from the instructor and department chair of each class for which you are petitioning in addition to your dean's office.
- After their information is received, your petition will be reviewed by the Committee on Revision of Records. Their decision will be communicated to you via an email sent to your official university email account (for current or recent students) or a letter mailed to the address you listed on the petition form.

➤ Additional Information:

- Members of the Committee on Revision of Records are MU faculty appointed by the Chancellor. They are to remain anonymous. Students are not allowed to communicate directly with the committee members. Any questions should be forwarded to Victor Price, Associate Registrar, in 127 Jesse Hall.
- The committee reviews all complete petitions, and their decisions are based upon the information presented. Decisions are communicated in writing to the student.
- If the committee approves the requested change and additional charges apply as a result, the petitioner accepts the University Statement of Financial Responsibility. Please see <http://cashiers.missouri.edu/payments/financial-responsibility.html> for more information.
- The committee cannot grant refunds for backdated dropped or withdrawn classes. Please refer to <http://registrar.missouri.edu/policies-procedures/refund.php> to learn more about refunds and obtain a Refund Appeal Form.
- A student's academic record (including petitions to the Committee on Revision of Records) may not be discussed with a third party without the student's written consent. Please see <http://registrar.missouri.edu/policies-procedures/ferpa.php> for more information on student privacy.
- The University of Missouri's Equal Employment/Education Opportunity policy [UM System CR&R 600.020], which is compliant with Federal laws prohibiting discrimination, requires that faculty, student employees and staff members, with some exceptions, report any known, learned or rumored incidents of sex discrimination, including; sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. To report sexual misconduct or ask questions about the policies and procedures regarding sexual misconduct, please submit the online reporting form at <http://civilrights.missouri.edu/reporting/> or contact the Office for Civil Rights & Title IX at 573-882-3880.

Petition to the Committee on Revision of Records

Legal Name (Last, First)		myZou Student ID Number <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									
Please list any other name(s) used while enrolled at University of Missouri (Last, First)		School or College (Ex. Business, A&S) _____									
Email Address	Local/Current Address, City, State and Zip Code		Phone Number								

I hereby petition the Committee for the following action for this semester (Fall, Spring, Summer): _____

Year	Term	Course Name	Subject Area	Catalog Number	Section	Unit	Attend Class	
							Yes	No
							Yes	No
							Yes	No
							Yes	No
							Yes	No

- ☐ Backdate a withdrawal (dropping all courses) from the University as of _____.
(A dropped course will not appear on a student's transcript. If a student is effectively withdrawn from a course after the last date to drop without being assessed, a grade will result in either a W or an F grade on the student's transcript).
- ☐ Backdate a drop/withdrawal from course(s) as of _____.
(A dropped course will not appear on a student's transcript. If a student is effectively withdrawn from a course after the last date to drop without being assessed, a grade will result in either a W or an F grade on the student's transcript).
Total number of courses to drop _____
- ☐ Backdate an add into course. (If approved by the Committee, student will be charged fees for the course.)
- ☐ Change number of credit hours from _____ to _____ (If credit hours are increased per approval of the Committee, payment will need to be made before changes are made to the transcript.)
- ☐ Change grading option from _____ to _____ (Grading options are Graded, Hearer, Satisfactory/Unsatisfactory)
- ☐ Backdate dual enrollment in Graduate School
- ☐ Backdate admission to Graduate School (If approved and additional charges apply, payment will need to be made before changes are made to the transcript.)
- ☐ Other: _____

Will you be submitting The Office of the University Registrar-Medical Certification Form? Yes ☐ No ☐

Reminder: If you checked, your petition(s) cannot be reviewed without The Office of the University Registrar-Medical Certification Form.

Did you receive Veteran benefits for the term for which you are seeking a revision? Yes ☐ No ☐

Have you filed a petition with the Revision of Records committee before? Yes ☐ No ☐ If so, for which semester(s)? _____

Financial Aid

Did you receive financial aid for the term for which you are seeking a revision? ☐ Yes ☐ No. By submitting this request, you are confirming that you understand that changes in the record may impact your financial aid and financial responsibilities for the term being revised. In some cases even when classes are allowed to be dropped or withdrawn for previously completed terms, the result is an increased financial obligation to MU and a reduction in financial aid for that term.

Title IX Information

The University of Missouri's Equal Employment/Education Opportunity policy [UM System CR&R 600.020], which is compliant with Federal laws prohibiting discrimination, requires that faculty, student employees and staff members, with some exceptions, report any known, learned or rumored incidents of sex discrimination, including; sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. To report sexual misconduct or ask questions about the policies and procedures regarding sexual misconduct, please submit the online reporting form at title9.missouri.edu/reporting or contact the Office for Civil Rights & Title IX at 573-882-3880.

Student's Signature _____ Date _____

** Attention: Review of Petition**

Reminder: Under FERPA, students have the right to inspect their petitions before and after petitions have been signed as the petitions are a part of their educational records.

Once your completed petition is received, the Office of the University Registrar will send this petition and narrative along with a request for information to the instructor, department chair, and dean's office.

Please TYPE an explanation for this request. Be thorough with specific details and include any additional documentation.