

**Graduate School of Theology**  
**Petition for Waiver of Academic Regulation**

Used to request an exemption from a deadline or regulation where exceptional circumstances make compliance impossible (such exemptions are rarely given). Instructor or advisor support is required for all requests. Complete front and back of form. After the late registration deadline, the Registrar's Office will make changes in your enrollment after you obtain the instructor's signature and pay a \$50 fee. A \$100 fee will be charged for initial registration during the late registration period. No changes are allowed after the 10th week of class.

**\*Incomplete forms will not be processed**

Print Name (Last, First, M.I.) \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>LATE ADD / DROP REQUEST</b>		For adding or dropping a course after the deadline. If course is from a prior term, enter that term. Instructor signature required.								<b>Office Use</b>		
<b>Check one</b>		<b>Course information</b>								Approved?		
<b>Add</b>	<b>Drop</b>	<b>Dept/Alpha</b>	<b>Number</b>	<b>Sect</b>	<b>Credits</b>	<b>Grade Opt</b>	<b>Term (sem/yr)</b>	<b>Final grade (prior term)</b>	<b>Instructor Signature</b>		<b>Y</b>	<b>N</b>
						LT/PF/AUD						
						LT/PF/AUD						
						LT/PF/AUD						
						LT/PF/AUD						

Grade option key: LT = Letter Grade PF = Pass/Fail AUD = Audit

<b>LATE CHANGE TO EXISTING GRADE OPTION OR CREDITS</b>										<b>Office Use</b>	
<b>D/A = Department/Alpha</b>			For change to grade scheme or number of credits (credit change usually for music courses)							Approved?	
<b>D/A</b>	<b>Number</b>	<b>Sect</b>	<b>Credit Change (from/to)</b>	<b>Grade Opt Change to: (circle one)</b>	<b>Term (sem/yr)</b>	<b>Instructor name</b>		<b>Instructor Signature</b>		<b>Y</b>	<b>N</b>
				LT/PF/AUD							
				LT/PF/AUD							
				LT/PF/AUD							
				LT/PF/AUD							
				LT/PF/AUD							

<b>INDIVIDUALIZED STUDY REQUEST</b>							When taking more than one IDS in a term.		<b>Office Use</b>	
<input type="checkbox"/> More than one in a term									Approved?	
	<b>Dept/Alpha</b>	<b>Number</b>	<b>Sect</b>	<b>Credits</b>	<b>Term (sem/yr)</b>	<b>Instructor Signature</b>		<b>Y</b>	<b>N</b>	

<b>OTHER REQUEST-PLEASE PRINT LEGIBLY</b>		Specify your request. Attach explanation if more space is needed.						<b>Office Use</b>	
								Approved?	
								<b>Y</b>	<b>N</b>

Office use only:  
Dean/Registrar signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

**STUDENT STATEMENT:** What circumstance requires you to make this request? Attach additional sheets as necessary.  
Provide documentation/verification in the case of a medical reason.

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*Note: It is the student's responsibility to know all graduation and program requirements per the appropriate catalog*

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

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

**INSTRUCTOR RECOMMENDATION (for course-related waivers)**  
**ADVISOR RECOMMENDATION (for all other waiver requests) : (Emailed support may be attached.)**

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

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

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