

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 _____

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

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

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

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

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

Office use only:
Dean/Registrar signature: _____ Date: _____
Comments: _____

