



\_\_\_\_\_

Last Name

First Name

Middle Initial

\_\_\_\_\_

Student ID Number

# WAIVER OF COLLEGE REGULATIONS PETITION

Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

**Select reason for petition:**

**See Instructions - Page Two**

**Course related petitions:**

Course: Term/Year \_\_\_\_\_ Prefix \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ Schedule # \_\_\_\_\_

- Late add of course for current semester (**fees must be paid prior to courses being added**)
- Retro-addition of course for previous semester (**fees must be paid prior to courses being added**) w/grade of \_\_\_\_\_
- Add a course already repeated, permit # \_\_\_\_\_
- Change grading option     To Letter Grade     To CR/NC     To Audit
  - If applicable, change grade from \_\_\_\_\_ to \_\_\_\_\_
- Extension of Incomplete    Extend through (term & year) \_\_\_\_\_
- Switch course from \_\_\_\_\_ to \_\_\_\_\_ Schedule # \_\_\_\_\_

**Other petitions:**

- Late Application for Graduation with additional \$5.00 fee (**personal check or money order only**)
- Post-Grad Status (list courses) \_\_\_\_\_
- Other: \_\_\_\_\_

My justification for this request is: *(Please specify clearly and attach supporting documentation when applicable)*

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_  Approve     Deny    Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_  Approve     Deny    Date: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_  Approve     Deny    Date: \_\_\_\_\_

**STUDENT - DO NOT WRITE BELOW THIS LINE**

Board of Appeals and Review:     Approved     Not Approved

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WAIVER OF COLLEGE REGULATIONS PETITION GUIDELINES

Please refer to the following table to determine what signatures you need for your request

<b>Type of Request</b>	<b>Signatures Needed</b>
Late add of course for current semester	Instructor, Dept. Chair, College Dean
Retro-addition of course for previous semester	Instructor, Dept. Chair, College Dean
Enroll in course after maximum attempts	Instructor, Dept. Chair, College Dean
Change grading option	Instructor, Dept. Chair, College Dean
Extension of Incomplete	Instructor, Dept. Chair
Switch course prefix, section, or number	Instructor, Dept. Chair, College Dean
Late application for graduation	Student
Other	See Registrar