



Petition for Directed Study

A Petition for Directed Study is to be submitted to request approval for the development of and the enrollment in a course note available in the current Schedule of Classes. Approval of a directed study course is cautiously granted. Courses taken by directed study reflect additional requirements to compensate for lecture hours. Courses must be completed within the time frame of the quarter in which enrollment occurs. One policy exception may be requested per Petition.

Procedure

- 1. Submitted petition must be typed or printed clearly with blue or black pen.
2. Student must provide a clear, complete statement of and justification for the request. Supporting documentation must be submitted with the Petition. Incomplete/unsupported petitions will be automatically denied.
3. Completed petition is to be submitted to the Registrar's Office with the \$55 petition fee. Petition will not be processed without payment of fee.
4. The date of the petition is recorded as the date the Registrar receives the petition. Normal processing time for a Petition is two weeks. The submitting of a petition does not automatically ensure the granting of the petition.

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID # \_\_\_\_\_
Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Address \_\_\_\_\_ College \_\_\_\_\_ Seminary \_\_\_\_\_
City/State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_
Course # \_\_\_\_\_ Course Title \_\_\_\_\_ Campus \_\_\_\_\_ Prof. \_\_\_\_\_

STATEMENT OF PETITION

REASON FOR PETITION

ACADEMIC COMMITTEE ACTION

Academic Committee Action: \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_ deferred \_\_\_\_\_ letter sent
Remarks: \_\_\_\_\_

Payment Information

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Name on Card \_\_\_\_\_

Table with 7 columns: Petition #, Date Received, Received By, Amt. Received, Check #, Cash, Credit Card