



Petition for Policy Exception

A Petition for Policy Exception is to be submitted to request approval for a deviation from established school policies.

Failure to provide documentation at the time the Petition is filed will automatically lead to denial of the Petition.

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 _____

Petition #	Date Received	Received By	Amt. Received	Check #	Cash	Credit Card