



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

Type of Request	Signatures Needed
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