



## Petition for Exception, Waiver, or Substitution

**Instructions to Student:** Complete this form to request an exception to academic policy, a waiver of a degree requirement, or substitution of one course for another in your degree program. Complete the form fully before submitting to the Office of the Registrar. Enter "NA" in fields that do not apply. Incomplete forms will be returned without being processed. It is the student's responsibility to locate and provide information required on the form.

**Graduating Students:** Petitions must be submitted by the date that corresponds to your graduating semester: March 1 for Spring, July 1 for Summer, November 1 for Fall.

**Substitutions:** Attach/upload a copy of the course description (if course was taken elsewhere). Petition will not be processed if course description is not attached.

**Petition for commencement participation:** If you are submitting this petition for approval to attend the commencement ceremony, it must be submitted by March 1.

\_\_\_\_\_  
Student's Last Name, First Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Cumulative GPA

Degree:  AA/AS/AAS  BS  BA

\_\_\_\_\_  
Major

\_\_\_\_\_  
Concentration (if applicable)

Graduation Year and Term (Your intended year and term):

\_\_\_\_\_  
Year

\_\_\_\_\_  
Term

### REQUEST – What you want

**Substitution** – Another course is accepted in the place of the required course.

I want

\_\_\_\_\_  
Course ID

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Yr/Term Taken

\_\_\_\_\_  
Grade

\_\_\_\_\_  
College (if not Montreat)

substituted for\*

\_\_\_\_\_  
Course ID

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Grade

\*Please list requirement (Example: Gen. Ed. Literature) if there is no specific course you are trying to substitute

**Waiver** – A requirement, e.g., course, minimum grade, proficiency is exempted.

Please waive

\_\_\_\_\_  
If applicable, provide course/grade details:

**Exception** – An academic policy is exempted.

Indicate catalog year, page number and heading. What do you want excepted?

**RATIONALE** – Explain why your petition should be granted. Attach any support documentation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**RECOMMENDATIONS**

Each position indicated below should review the petition and render a recommendation to the Associate Dean for Learning, Calling, and Career on granting or denying the petition. Space is provided below for an explanation in case of denial.

Advisor..... Recommendation:      Approve      Deny

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Studies Chair..... Recommendation:      Approve      Deny

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Registrar

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DECISION by Associate Dean for Learning, Calling, and Career**

This petition is.....      Approved      Denied

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date