

MULTI-PURPOSE ACADEMIC PETITION FORM

Name _____ Student ID # _____

Best phone # to reach you _____ Today's Date: _____

Instructions: Check the box of the type of petition that you are requesting. Complete all information needed. State the reason. Sign the form.

Terms are: FA=Fall, SP=Spring, SU= Summer / Modules are 1 & 2 (Fall), 3 & 4 (Spring), 5 & 6 (Summer)

Petition for Course Extension for Incomplete Grade **Fee: \$31**

Seminary Policy: The notation I (Incomplete) is used when a student cannot complete course requirements for reasons beyond the student's control, such as illness, major family emergencies or another administratively-approved emergency, subject to approval by the Dean. Work must be completed within 30 days after the end of the course. If the work is not completed during this time and no further extension has been petitioned, the Incomplete will automatically change to a grade of F. One further extension of 30 days may be given by the Registrar upon a second petition and after consultation with the instructor. The student may not graduate with the notation I on the record. To remove an F from his/her transcript, a student may repeat the course in a subsequent Trimester.

Course # _____ Title _____ Professor _____

Reason: _____

Term: _____ Module # _____ Must be completed by _____ (date) "I" entered on _____ (date)

Professor Signature: _____ **Student Signature:** _____

Petition for Course Continuance for being absent to the first class session **Fee: \$137.00**

Seminary Policy: A student who is absent from the first session of a modular course whether online or on ground will be administratively dropped from the course. In order to remain in the class, students may submit a petition for Course Continuance. The professor has to agree that the student may continue in the course. The student will be required to complete any exams or assignments missed and possibly extra course work. Syllabus guidelines will apply in determining whether the absence may result in a lower grade.

Course # _____ Title _____ Professor _____

Reason: _____

Term: _____ Module # _____

Professor Signature: _____ **Student Signature:** _____

Petition for Early or Late Examination / Assignment **Fee: \$31.00**

Seminary Policy: A student may petition to complete an exam or assignment on a date other than the due date if the professor approves of this change. All attendance policies apply. All syllabus guidelines apply.

Course # _____ Title _____ Professor _____

Reason: _____

Term: _____ Module # _____ Must be completed by _____ (date) Exam Assignment

Professor Signature: _____ **Student Signature:** _____

Processing Petition:

- | | |
|---|--|
| 1. _____ Date _____
Program Dean Signature | 3. _____ Date _____
Financial Aid Signature |
| 2. _____ Date _____
Student Accounts Signature | 4. _____ Date _____
Registrar Signature |