

PETITION FOR WAIVER OF POLICY

**Office of the Registrar
REED COLLEGE**

Student Name _____ **REQUEST** _____

Box # _____ **Reed ID** _____ **Major** _____ **Year in School** _____

Contact address and phone _____

Petitions to waive a college deadline or regulation should be explained in detail and include any supporting documentation. Petitions are reviewed by the Administration Committee or the division as appropriate, and waivers of academic regulation are made only in unusual circumstances. There is no guarantee that a petition will be approved. Additional instructions are found on the reverse of this form.

Request:

Reasons:

Student Signature _____ **Date** _____

Academic Adviser Recommended action: Approval For Discussion Other (specify)

Comments:

Signature: _____ Date: _____

Additional Recommendation (Department, Division or Instructor, as appropriate)

Recommended action: Approval For Discussion Other (specify)

Comments:

Signature: _____ Date: _____

Administration Committee or Division Action

_____ Approved Comments: _____

_____ Not Approved Fine: _____ By: _____ Date: _____

Petition Submittal Instructions

1. Complete the upper portion of the form, including the date and your signature. State your request and rationale in a clear, concise manner and outline the anticipated impact if your request is denied.
2. Secure the support or comments of your adviser, and if relevant, your instructor, the department or division chair, etc. See below for suggested support for different kinds of requests. The list below is illustrative, not inclusive.
3. In some cases additional information or materials are needed, e.g., any petition for which a medical condition is part of the rationale must be supported by a statement from a health professional verifying the condition.
4. Submit completed petitions to the registrar's office. The earlier a request is turned in, the more likely it is to be acted on at the next meeting. Petitions to the Administration Committee must be submitted by 3 p.m. on Monday for consideration on Tuesday. Petitions to the division will be forwarded to the division chair for action.
5. Do not assume a petition will be approved -- for example, if you are requesting to drop a class after the deadline, continue to attend the class until you hear the results of your petition.
6. In some cases, approval of a petition for waiver of a deadline will result in the assessment of a fine.

Type of Request	Rationale, Information and Additional Material	Recommended Signatures
Late add	Explain why you wish to add the class late, and indicate when you first attended the class. The instructor must verify your first attendance date. If the request is beyond mid-term, a grade must be indicated. Attach a completed drop/add form.	Instructor and adviser
Late drop	Explain why you did not drop the class before the deadline and, if you are not attending, specify when you last attended. Attach a completed drop/add form.	Instructor and adviser
Overload	Specify the overload course and the semester unit total. Explain the importance of the overload for your current schedule and for graduation. Attach a completed drop/add form. All students carrying an overload are subject to review at mid-term.	Adviser Instructor (optional)
Underload with reduced tuition	Specify the semester unit total and explain why an underload is necessary or beneficial and how this will affect your progress toward graduation.	Adviser
Change graduation requirements	Indicate the general college (group) requirement, unit requirement, residency requirement, etc. you wish to waive or change and the reason for the waiver or change. <i>A request for waiver of division requirements is to be directed to the division chair, not to the Administration Committee.</i>	Adviser
Thesis Year Variation	Explain why you wish to waive any of the thesis year requirements (e.g. 6 units, thesis deadline, etc.)	Adviser Department/Division
Exceptions to the restrictions for probation	If you wish to participate in community government or in an organization while on probation, you must state your reasons for wishing to do so, and the impact on the improvement of your academic standing.	Adviser Student Services
Leave of Absence Extension	Specify the extension period (1 or 2 semesters), the return date and why the extension is needed. Indicate any impact this will have on graduation.	Adviser