



PETITION FOR WAIVER OF POLICY

Petitions to waive a college deadline or policy 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 policy are made only in unusual circumstances. There is no guarantee that a petition will be approved. Additional instructions can be found on the reverse of this form.

STUDENT INFORMATION

Full Name		Pronouns	Year in School (FR, SO, JR, SR)
Reed ID	Major	Email	Phone Number

Request:

Reasons:

Student Signature _____ Date _____

Refer to the reverse side of this form for recommended signatures.

Academic Advisor Recommendation:

Approve - comments:

Discuss - concerns:

Printed name

Signature & Date

Additional Recommendation: *check appropriate box* Instructor Department Division

Approve - comments:

Discuss - concerns:

Printed name

Signature & 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 advisor, 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. For example, in any petition for which a health condition is part of the rationale, support from Student Life or a health professional may be necessary.
4. Submit completed petitions to the registrar's office (registrar@reed.edu.) 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 12:00 noon on Tuesday for consideration on Wednesday.
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. If you do not wish to pay the fine, the petition can be withdrawn.

Type of Request	Rationale, Information, and Additional Material	Required Signatures
Late add	Explain why you wish to add the class late, what prevented you from adding it by the deadline and indicate when you first attended the class. The instructor must verify your first attendance date. Indicate the CRN, course code, section, title and unit value on the petition.	Advisor Instructor
Late PE add	Explain why you wish to add the class late, and indicate when you first attended the class. The Director of Athletics, Fitness and Outdoor Programs must verify your attendance. Indicate the CRN, course code, section and class title on the petition.	Advisor Director of Athletics
Late drop	Explain why you did not drop the class before the deadline and, if you are not attending, specify when you last attended. Indicate the CRN, course code, section, title and unit value on the petition.	Advisor Instructor
Overload	Petition required for students who do not meet the criteria of a 3.0 GPA and no grade below a B- in the previous semester or for any request over 5 units. Explain the importance of the overload for your current schedule and for graduation. All students who enroll in an approved overload are subject to review at mid-term.	Advisor Instructor (optional)
Underload with reduced tuition	Requests for underload with reduced tuition are due by the add deadline. Explain why an underload is necessary and how it will affect your progress. To include medical information, see DAR before submitting. Reduced tuition may impact financial aid. Contact Financial Aid or the Business office before submitting your petition.	Advisor Student Life Financial Aid (optional) DAR (if appropriate)
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 goes to the division chair, not to the Administration Committee.</i>	Advisor
Thesis year variation	Explain why you wish to waive any thesis year requirements (e.g. 6 units; 1-unit, 1-semester thesis; thesis deadline, etc.) Include advisor, department and division support before submitting your petition.	Advisor, Department, Division or Committee
Delay the Declaration of Major	Specify why you wish to delay declaring the major and when you plan to declare. Indicate any impact this may have on graduation.	Advisor