



PETITION FOR WAIVER OF POLICY

REVISED 9/2018
AM/MS

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 can be found on the reverse of this form.

STUDENT INFORMATION

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

Request:

Reasons:

Student Signature _____ Date _____

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

Academic Adviser Recommendation:

- Approve - comments:
- Discuss - concerns:

Printed Name _____ Signature _____ Date _____

Department, Division or Instructor Recommendation, as appropriate:

- Approve - comments:
- Discuss - concerns:

Printed Name _____ 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. For example, in any petition for which a health condition is part of the rationale, support from Student Services or a health professional may be necessary.
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 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 If you do not wish to pay the fine, the petition can be withdrawn.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	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 add/drop form.	Adviser 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. Attach a completed add/drop form.	Adviser 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. Attach a completed add/drop form.	Adviser Instructor
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 add/drop form. The committee will consider petitions for an overload after the completion of the semester prior to the overload semester. 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. Requests for underload with reduced tuition are due by the add deadline.	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
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.	Adviser