

GORDON  CONWELL
THEOLOGICAL SEMINARY

Waiver Petition

Name: _____ ID#: _____

Phone: _____ Email: _____ Degree: _____

Degree requirement to be waived (Course Title/Number): _____

The following course(s) will be substituted for the above: _____

REASONS FOR WAIVER REQUEST:

(For requests involving coursework taken elsewhere, please specify course(s) taken and the institution(s) attended. If request involves reasons of vocational pursuit, state why you believe this substitution should be granted. Please be specific!)

Signature: _____ **Date:** _____

Obtaining Permission:

Obtain the signature of a professor within the division you are seeking a waiver, and then submit petition to the Registration Office. You will receive notification of the final decision.

Faculty Signature: _____ Date: _____

Registration Office Use Only

Approved

Not Approved

Registrar Signature: _____ Date: _____

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Request for Waiver

Please read the following information carefully and then complete the information requested on the back.

A waiver allows a student to substitute a different course within our curriculum for one specifically required in the student's program. The substituted course must be within the same department as the original requirement. For example, waiver of the required course OT 502 would allow the student to take another course within the area of 'Old Testament' but not one in the area of 'New Testament'.

Typically, waivers are granted to students who have done similar work at other institutions, either at the graduate or undergraduate level. When meeting with the appropriate professor, the student should be prepared to discuss content that was covered in the previous coursework, either by producing syllabi, course descriptions or transcripts showing completed work.

Occasionally, a student will be granted permission to waive a requirement with another course similar in design but varying in focus without having completed previous coursework at another school. In such cases, approval will be granted only when the student can show adequate reason why the 'substitute' course would be more appropriate for the student's intended vocational goals and/or denominational requirements.

Waivers will **not** be granted for reasons such as convenience to a student's schedule, lack of proper planning on the part of the student, change of degree program late in the student's academic career, or because of previous experience gained outside of a classroom setting.

Please be careful! Waiver requests should be submitted before enrolling for the substitute course. Students who take a course intended for substitution, and then petition for waiver at a later date, may discover the substitute is not approved.