



PETITION TO CHANGE ACADEMIC REQUIREMENTS | Iliff School of Theology

General Information

Name: _____ Student ID #: _____
 First Middle Last

Email Address: _____ Degree Program: _____

Instructions

1. To substitute a required course based on coursework previously taken at another institution DO NOT COMPLETE THIS FORM. Instead, complete COURSE SUBSTITUTION and TRANSFER OF CREDIT forms.
2. Complete this form to request an exemption from a required course that you cannot transfer, or if you wish to change your degree requirements in any other way (for example professional formation requirements).
3. Briefly explain your decision on page 2 of this form and attach **relevant documentation** (such as transcripts or proof of previous experience which merits an exemption).
4. Obtain signatures from your advisor AND from the faculty member relevant to your petition (example: Director of the Office of Professional Formation for changes to professional formation requirements).

Petition

I request the following change to the requirements or procedures of my degree program
(list course# and title or other degree requirements):

Signature of Advisor _____ Date: _____

Advisor has discussed petition with student and Recommends Does Not Recommend

Send Completed Document | email: registrar@iliff.edu | fax: 303.765.1141
Office of the Registrar | Iliff School of Theology | 2323 E. Iliff Ave. | Denver, CO 80210

Office Use Only

Approved **Denied** _____

Signature of Dean Date _____

Signature of Faculty Member (if necessary): _____ **Date:** _____

Faculty Member Notes:

Registrar Notes: _____ **Date Recorded:** _____

Updated 6/21

Explain your request in approximately one paragraph. Be sure to refer to how your proposed change supports the educational intent of the original portion of the curriculum from which you are requesting a change. Scheduling differences or lack of interest are not appropriate reasons for a curricular petition.

Reason for proposed request:

