Hartford SEMINARY

Exploring Differences, Deepening Faith

Direct phone: (860) 509-9511
Fax: (860) 509-9509
Email: registrar@hartsem.edu

Petition for Policy Exception or Requirement Waiver

A student may petition the Academic Policy Committee for a policy exception or requirement waiver by using this form and attaching any supporting documentation.

Student's Name_____

Program_____

Details of request: (Please include all relevant details on the policy exception or requirement waiver you wish the Committee to consider. Explain why you feel the waiver is warranted. If you are asking for a course or program extension be sure to include the date of the new deadline. Use additional sheets of paper if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Student's Signature:_____ Date:_____

Advisor's Signature:_____ Date:_____

Please return completed form to the Registrar's Office for submission to the Academic Policy Committee. In general the Committee meets once a month throughout the academic year. Requests made during the summer will be considered at the first meeting in the fall unless the petition is considered time-sensitive.