

Waiver Petition Instructions

Please read the following instructions carefully before submitting the Waiver Petition.

What is a waiver?

- 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 EM 502 would allow the student to take another course within the area of Education Ministries but not one in the area of Pastoral Counseling.

To whom are waivers usually granted?

- 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. For example, an M.Div. student concentrating in youth studies and planning to serve as a youth pastor following graduation may be allowed to waive PC 511, Pastoral Counseling, with CO/PC/YM 725, Counseling the Adolescent, if the student can provide a strong rationale why the desired course would be more beneficial.

Are there any reasons that waivers would not be granted?

- 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.

When should I submit my waiver petition?

- 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.

Do I need to use a waiver petition for BTI courses to fulfill GCTS degree requirements?

- Courses taken at another school within the BTI and intended to meet a specific program requirement must first receive waiver approval.

Waiver Petition

Please read the instructions provided with this petition carefully before completing this form.
Please fill out this form in its entirety and obtain the appropriate approval prior to submission to the Registration Office.

Name	GCTS ID #	Date	GCTS Box #
Degree(s)		Telephone	GCTS Email Address <small>(All educational information can be sent only to GCTS email addresses.)</small>

_____ Course Number and Title of Standard Degree Requirement	_____ Course Number and Title of Substituted Course
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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.)

Student Signature (REQUIRED)

Required Approval
(Obtain the signature of the professor whose name appears with the appropriate category. Then submit petition to the Registration Office. You will receive notification of the final decision from the Registrar.)

<input type="checkbox"/> EM (Kang)	<input type="checkbox"/> GL (Ciampa)	<input type="checkbox"/> PC (Pendleton or Polischuk)
<input type="checkbox"/> CH (Adams)	<input type="checkbox"/> MC (except MC501 & 701) (Pendleton)	<input type="checkbox"/> PR (Gibson)
<input type="checkbox"/> CO (Pendleton or Polishuk)	<input type="checkbox"/> MC701 (Gibson)	<input type="checkbox"/> TH (Davis)
<input type="checkbox"/> ET/SE (Davis)	<input type="checkbox"/> NT (Ciampa)	<input type="checkbox"/> WM (Martindale)
<input type="checkbox"/> EV (Schutz)	<input type="checkbox"/> OL (Ciampa)	<input type="checkbox"/> MAR (Isaac)
<input type="checkbox"/> MC501 (Kang)	<input type="checkbox"/> OT (Ciampa)	<input type="checkbox"/> Anglican/Episcopal (Maynard)

Professor Signature (REQUIRED) Date

Approved
 Denied

Registration Official Signature Date