

# METHODIST THEOLOGICAL SCHOOL

IN OHIO

## PETITION FOR SPECIAL PERMISSION

Special permission to make substitutions for requirements is only granted when the student can show that the requirement is being met in another way and that the substitution will have greater educational value for the student in meeting the goals of the program.

This form is to be used by any student who wishes to request special permission from the Academic Dean to substitute courses or other requirements in their program. The signatures of the advisor and the Academic Dean are required. Any course substitution that represents a change to the stated degree or certificate requirements in the catalog must also be approved by faculty member(s) from the appropriate division. Please fill out this form completely.

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City, ST, ZIP

Phone/E-mail \_\_\_\_\_

Degree/Certificate Program: \_\_\_\_\_ Credits earned \_\_\_\_\_

Request & Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional page if necessary.

Student Signature \_\_\_\_\_

The following signatures must be obtained, as indicated. Recommended Not Recommended

Advisor \_\_\_\_\_

Faculty \_\_\_\_\_

Faculty \_\_\_\_\_

When above signatures are obtained, return this form to the Dean's Office.

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Academic Dean \_\_\_\_\_