

Somerset Christian College LEAD Change Request Form

Mail form to Registrar's Office at Somerset Christian College, 10 College Way, Zarephath, NJ 08890 or fax to (732) 356-4846.

- You will receive a response by letter or e-mail within 10 business days via preferred method of confirmation below.
- If you are currently in the midst of taking a course, you are fully accountable for your course work. You should continue to go to classes and complete coursework until you are notified of the outcome of the petition.
- If you received financial aid any changes to your schedule must be approved by the Director of Financial Aid.

Student Name _____ Student Email: _____

Program: Biblical Studies Christian Counseling Org. Leadership Cohort Location: _____

Preferred method of confirmation: Mail to address on file Student Email

I. Program Change (Indicate desired new program below)

Program Requested: _____ Cohort Location: _____

II. Cohort Change for Individual Course

If the course requested is outside of your current term, you will be responsible for additional tuition charge(s).

Withdrawal from Course(s)

Code & Course Title: _____ Cohort Location: _____ Start Date: _____

Course Added

Code & Course Title: _____ Cohort Location: _____ Start Date: _____

III. Cohort Change (Indicate first class you will join in desired new cohort location and start date below)

Code & Course Title: _____ Cohort Location: _____ Start Date: _____

IV. Request Extension / Incomplete Grade (Instructor approval required. See policy on back)

Code & Course Title: _____ Cohort Location: _____ Start Date: _____

V. Request Leave of Absence

Start Date of Leave: _____ Anticipated Return Date: _____

Explanation: _____

VI. Request to Withdraw from Program

Reason: _____

Signatures Required on Back

STUDENT AFFIRMATION:

Student's Signature: _____ Date: _____

ADMINISTRATIVE ACTION:

Registrar: _____ Date Received: _____

LEAD Director: _____ Approved Denied Date: _____

Financial Aid Director: _____ Approved Denied Date: _____

Course Instructor: _____ Approved Denied Date: _____

Comments:

Incomplete Grade Policy

An "Incomplete" may be allowed by a professor only in circumstances of bereavement, serious illness, or other crisis, which prevent a student's timely completion of course requirements. Students are responsible to contact the professor by the final day of class to receive an "incomplete". The purpose of an "Incomplete" is to allow students under such circumstances a reasonable period of time to complete their work. Therefore, the maximum time allowed for an "Incomplete" is three weeks beyond the official end of course date. After three weeks an "Incomplete" must be replaced by a grade representing the work accomplished to date.