MISSION
BIBLE INSTITUTE

PETITION TO CHANGE ENROLLMENT STATUS AFTER THE SEMESTER START DATE

Enrollment status may be changed within the first week of the semester providing the Registrar and student's instructor approve this petition. After the first week there will be no changes in enrollment status unless approved by Registrar and signed by instructor. **Once all approvals are secured, this form must be returned to the Registrar's Office. A $25 non-refundable fee is required to be made at the time this form is submitted.**

Name _____ _____
Last First MI ID Number

Term: ☐ Fall ☐Spring ☐Summer Year: _____

I petition to change my enrollment status after the semester has started from:

☐ Credit to Audit ☐ Aduit to Credit

I petition to change the following class: (Only 1 class per form)

Class # _____
Class Title _____ Units _____

In the space below, the student must provide **specific reasons** and **documentation** as to why this petition should be approved:

_____

_____

_____

Student Signature _____ Date _____

☐ APPROVE ☐ DENY _____ Registrar's Signature Date	☐ APPROVE ☐ DENY _____ Instructor's Signature Date

Processed by: _____ Date: _____