



Southeastern
Baptist Theological Seminary

GENERAL REQUEST

Use this form for Degree Track changes or other academic related questions for which there is no available form online. Do not use this form to request entry into a closed class; instead, please add yourself to the waitlist via Self-Service. If your request is for an **exception** to Academic Policies, it must be submitted to the Dean of the Faculty (Seminary students) or the Dean of the College (College students). Attach to this form any documents that need to be processed. If you have any questions as to what qualifies as an exception, please contact the Registrar's Office.

Full Name _____ **Student ID** _____

Phone Number _____ **Degree** _____ **Date** _____

State your request and provide a *rationale* if it involves an academic exception. If you are changing degree tracks, list your current degree above, and your desired track below.

Signature of Student: _____

Dean's Approval, if necessary (circle one): **Yes** **No**

Dean's Signature: _____

REGISTRAR'S OFFICE USE ONLY

Date Processed _____ Initials _____