



GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar
3210 E. Guasti Road • Ontario, CA 91761
909.687.1468 (phone) • 909.687.1593 (fax)
registrar@gs.edu

Student Relations Committee Request Form

Complete this form and submit to the appropriate approving authorities. Return the completed form to the Student Relations Committee (ONLN & ONT – Dr. Prescott; Regional Campuses – Regional Campus Administrative Assistants).

Do not stop attending class until the matter is settled. Use back of sheet if necessary to explain

To be completed by the Student (choose request option below)

Name: _____
ID: _____ Email: _____
Campus: AZC BAC ONLN ONT PNWC RMC
Course # (including Section #) _____ - _____
Course Title: _____

Signature: _____ Date: _____

For Withdrawal:

Are you an international student? yes no
Do you receive student aid from GS? yes no
Will you be below 9 credit hours if your withdrawal request is approved?
yes no
ONT Students Only: Do you live in on-campus housing? yes no
Reason for request:

For Incomplete (delay submission of assignments):

Briefly describe reason for request:

For Exception to 10 Year Rule:

Last date of Seminary attendance: _____
Is your prior coursework from GS? yes no
If no, have you submitted the Transfer Request form and related documents to the Registrar Office? yes no
Have you been in ministry since your last date of seminary attendance?
yes no
Briefly describe your ministry involvement since your last seminary attendance:

Other:

Request:

To be completed by Faculty

Has the student been attending class regularly?
yes no
Has the student discussed this request with you?
yes no
Is the student's work passing at this point?
yes no
What is your recommendation for this student?
WP WF Incomplete
Please use this space (and the back of this page if needed), to add information that may aid the committee in reaching a decision.

Faculty Signature: _____
Date: _____

To be completed by the SRC Chair

Withdrawal: WP WF Denied
Incomplete status granted: yes no
If yes for incomplete, date when course work is due (no later than 4 weeks after the end of the semester) _____

Exception to 10 Year Rule: yes no
Requires Dept. Chair evaluation yes no

Other _____

Remarks:

SRC Chair Signature: _____
Date: _____