



GATEWAY SEMINARY

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Office of the Registrar
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Student Relations Committee Request Form

The student should complete the first column of this form and submit it to their course professor. The professor should complete their Faculty section and submit it to the Student Relations Committee: Dr. Jonathan McCormick for ONT & ONLN students; Regional Campus Administrative Assistants for regional campus students.

STUDENT: Do not stop attending class until the matter is settled.

To be completed by the Student

Please submit one Student Relations Committee Request form per course request.

Name: _____

ID: _____ Email: _____

Campus: AZC BAC ONLN ONT PNWC RMC

Year/Term: _____ / _____

Course # (including Section #): _____ - _____

Course Title: _____

Professor: _____

Student Signature: _____ Date: _____

Student, choose one request option below:

Course 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:

Incomplete (delay submission of assignments):

Briefly describe reason for request:

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?

Withdraw Pass (WP)

Withdraw Fail (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 Representative

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): _____

Other:

Remarks:

SRC Rep Signature: _____

Date: _____

REGISTRAR OFFICE USE ONLY
Date processed: _____ Initials: _____

Rev. 5/27/2021