

Petition for Exceptions to Registrarial Policies or Procedures

This form is to request exceptions to Registrarial policies or procedures only. Requests for waivers of academic requirements and policies must be submitted in writing to the VP Academic Affairs and Provost. **Complete and submit this form, with all supporting documentation, to the Registrar.** To avoid processing delays, attach Add forms, Applications for Non-Enrolled Student Status, and other relevant documents.

| | | |
|----------------------|--------------|-------|
| STUDENT NAME (Print) | STUDENT ID # | PHONE |
|----------------------|--------------|-------|

| CIRCLE YOUR PROGRAM | CURRENT ENROLLMENT STATUS | INDICATE TERM FOR THIS REQUEST AND WRITE IN THE YEAR | YEAR |
|--|--|---|---|
| BA MAP-Clinical MAP-IC MAOM MAETC MAEx TC MFA USMA | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> MFA Summer/Fall <input type="checkbox"/> MFA Winter/Spring <input type="checkbox"/> USMA Winter/Fall <input type="checkbox"/> USMA Spring/Summer | <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div> |

Note: Adjudication notification of this petition will be sent via Antioch University email within 30 days.

I would like to petition to (choose from the following):

Register for the following class(es) after the last day of registration: _____
 Reason for missing the registration deadline: _____

Add the following class(es) : _____
 Reason for missing the add/drop deadline: _____
 (Note: To withdraw from a course(s) after the last day of add/drop, use the Course Withdrawal Form.)

Register late for non-enrolled student status (LOA, EMS) (Attach a completed Non-Enrolled Student Status Form):
 Reason for missing the registration deadline: _____

I have attached the following document(s) in support of this petition: _____

Others (Please be specific and use back page, if needed) _____

I understand that I am responsible for all fees connected with this petition, including a Special Services Fee, not to exceed \$250, which may be assessed in addition to other applicable fees.

Student Signature _____ **Date** _____

OFFICE USE ONLY Approved Not Approved Late Registration Fee charged Special Services Fee Charged

Registrar's Signature: _____ **Date** _____

Emailed Student with Decision Initials: _____ Date: _____