PETITION for EXCEPTION to ACADEMIC POLICY

1. Fill in all sections below.
2. Obtain Program Director signature. (Student Services will obtain Registrar and Academic Officer’s signatures.)
3. Sign and date the form.
4. Submit completed form to Student Services (Keep a copy for your records).

Name: ___________________________________________ Student ID: __________

Antioch Email Address: ___________________________ Phone Number: ______________________

Program: __________________________ Current Enrollment Status: ☐ Part-Time ☐ Full-Time

Term/Year of requested change: Spring 20__ Summer 20__ Fall 20__

What specific exception would you like to request? (e.g. late add, drop, or withdrawal; exception to grading policy, etc.):
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Course Number & Section: ___________________ Title: ___________________________ Faculty: ___________________

Why is this exception being requested?
__________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________

Student Signature: ___________________________ Date: ______________

Program Director Signature: ___________________________ Printed Name: ___________________________ Date: ______________

Registrar’s Office Signature: ___________________________ Date: ______________

Academic Officer Signature: ___________________________ Date: ______________

• The student is responsible for checking the Academic Catalogue for policy details, fees, deadlines, etc.
• Confirmation of approval or denial will be sent via Antioch email.
• Policy exceptions are made in the context of an individual student’s circumstances and may not apply to all students.

Revised 2.25.2019 Please allow 3 weeks for approval routing and processing.