

Petition for Exception to Policies and Procedures

ANTIOCH
UNIVERSITY

SANTA BARBARA
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Please submit this form to your Advisor via your antioch.edu email account. Petitions concerning credit awarded changes will require approval of the course instructor, Program Chair, and Provost.

Student name: _____ ID#: _____

Advisor name: _____ Program: BA Education MACP MBA MFA PsyD

Term & Year for which Petition Applies: _____ Today's Date: _____

Course Number (if applicable): _____

Please list the policy or procedure for which you wish to request an exception:

(Example Policy: A course incomplete must be completed by the end of the subsequent term.)

Please list your requested exception to this policy or procedure:

(Example Exception: I would like to extend the incomplete deadline for my Summer 2013 course from 12/21/13 to 3/22/14.)

Please explain your reason for requesting an exception to the above policy or procedure:

Have you submitted a petition for exception to any academic policy before? Yes No

Reason for previous petition for exception to academic policy:

Student Signature*

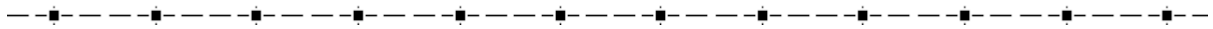
Date

*Note: Email approval is acceptable in lieu of a hard signature if provided via an antioch.edu email account.

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|------------------------------------|-----------------|----------------------------------|
| <u>Instructor Decision:</u> | Approved | Denied |
| Reason: | | |
| <hr/> | <hr/> | <hr/> |
| Instructor Signature* | Date | Instructor Name (Printed) |

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| <u>Advisor Decision:</u> | Approved | Denied |
| Reason: | | |
| <hr/> | <hr/> | <hr/> |
| Advisor Signature* | Date | Advisor Name (Printed) |

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|---------------------------------------|-----------------|-------------------------------------|
| <u>Program Chair Decision:</u> | Approved | Denied |
| Reason: | | |
| <hr/> | <hr/> | <hr/> |
| Program Chair Signature* | Date | Program Chair Name (Printed) |



**Petitions concerning fiscal changes or credit awarded changes must also receive approval of the Provost and Chief Executive Officer.*

| | | |
|---------------------------------|-----------------|-------------------------------|
| <u>Provost Decision:</u> | Approved | Denied |
| Reason: | | |
| <hr/> | <hr/> | <hr/> |
| Provost Signature* | Date | Provost Name (Printed) |