Petition for Exception to Policies and Procedures

ANTIOCH UNIVERSITY
SANTA BARBARA
602 Anacapa Street
Santa Barbara, CA 93101
805-962-8179 · Fax: 805-962-4786

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   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:

_____   _____
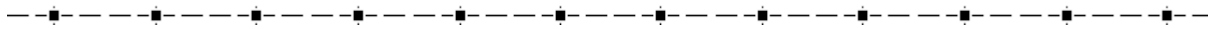**Student Signature***   Date

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

Petitions relating to a credit award status, Incompletes or Letter Grade Equivalents must receive approval of the instructor

Instructor Decision: **Approved**   **Denied**

Reason:

_____   _____   _____
            Instructor Signature*   Date   Instructor Name *(Printed)*

Advisor Decision: **Approved**   **Denied**

Reason:

_____   _____   _____
            Advisor Signature*   Date   Advisor Name *(Printed)*

Program Chair Decision: **Approved**   **Denied**

Reason:

_____   _____   _____
            Program Chair Signature*   Date   Program Chair Name *(Printed)*

— — -■- — — —■— — — ■— — — ■— — — ■— — — ■— — — ■— — — ■— — — ■— — — ■— — — ■— —

Petitions concerning fiscal changes or credit awarded changes must also receive approval of the Provost.

Provost Decision: **Approved**   **Denied**

Reason:

_____   _____   _____
            Provost Signature*   Date   Provost Name *(Printed)*