

Petition for Exception to Policies and Procedures

ANTIOCH
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Please submit this form to Student Services (studentservices.ausb@antioch.edu) via your [antioch.edu](mailto:studentservices.ausb@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 MACP 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](mailto:studentservices.ausb@antioch.edu) email account.

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

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

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



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

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