

# Special Circumstances Request


## Part I: Student Petition (Attach additional pages if necessary)

Name: \_\_\_\_\_ Term: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Reason for requesting an extension (i.e. Need to finish homework or remediate exam) or exception from policy:

Extenuating circumstances which warrant the extension (i.e. serious illness, death in family) or exception from policy:

If this petition is being submitted ~~more~~  than six weeks after the end of the term, please provide an explanation for the delay in filing this request.

What is your plan? If remediation is involved, by what date will you have work completed? If the extension is granted, **ALL** work must be completed **AND** graded by the new deadline, including any further remediation that might be required. If you are requesting an exception from a Birthingway policy, please state why and how you plan to fulfill necessary requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part II: Faculty Response

Instructor response: (suggestions, recommendations, or input that would be pertinent to the committee)

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Part III: Committee Response and Recommendation

Program Coordinator Signature: (if no contest)

Date:

\_\_\_\_\_

\_\_\_\_\_

Committee Recommendation:

Committee Members: (will not include faculty named above)

Name:

Signature:

Date:

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