

PETITION FOR UNOFFICIAL GRADE POINT AVERAGE (GPA) EQUIVALENCY LETTER



INSTRUCTIONS: For certain financial aid lenders, graduate school admissions, and other external entities, a grade point average (GPA) may be required of Antioch students. GPA equivalents are provided only upon petition and submission of complete transcripts with evaluations to the Department Chair. GPA equivalents are considered "unofficial" since the official method for the assessment of student performance at Antioch is the narrative evaluation.

1. Complete the Petition for An Unofficial Grade Point Average Equivalency Letter. Attach a copy of the school/agency request you received for a GPA. If you do not have documented evidence of your need, you must explain your need in a letter and attach it to this form.
2. Complete a transcript request. Be sure to request that evaluations be included.
3. Submit your Petition, evidence of the GPA need, and your Transcript Request Form to the Registrar's Office.
4. Pay all appropriate fees to the Registrar's Office. (\$15.00 per letter).
5. The Registrar's Office will forward your Petition and complete transcript to the Department Chair.
6. You must complete and submit a separate package of forms for each school/agency to which a GPA Equivalency Letter must be sent.

PLEASE PROVIDE THE FOLLOWING INFORMATION.

Name _____ Phone # () _____

Address _____

Address _____

Soc. Sec. # _____ - _____ - _____ Circle Program : BA MAP-IC MAP Clinical MAOM MFA MAE **Bridge**

Have you applied for a GPA Equivalency Letter Request in the past? Yes No

Signature _____ Date _____

REASON FOR REQUEST You must attach evidence of your need for an Unofficial GPA Equivalency Letter.

SEND UNOFFICIAL GRADE POINT AVERAGE LETTER TO THE FOLLOWING AGENCY/SCHOOL.

INSTITUTION NAME		
ATTENTION:		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

FOR OFFICE USE ONLY

REGISTRAR'S OFFICE	DEPT OFFICE	LETTER SENT
DATE	DATE	DATE
INITIAL	INITIAL	INITIAL