



STUDENT PETITION FORM

ADMISSIONS AND RECORDS OFFICE

PURPOSE OF THE SCC STUDENT PETITION

The Student Petition provides students with an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The Student Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the SCC Catalog for policies related to your request.

Please complete the following. PRINT legibly and clearly.

Student Name: _____	Student ID: _____
Address: _____ Apt: _____	Phone: () _____
City: _____ State: _____ Zip: _____	Email: _____

1. ACTION REQUESTED

Please indicate the action requested by checking the appropriate box. Refer to instructions on reverse side for more information.

Unauthorized Course Repeat

- Repeat a class completed with a passing grade
- Repeat a class attempted 3 or more times

Drop

- Never Attended
- Excused Withdrawal

Other Request

- Leave of Absence – *(Retain Catalog Rights)*
- Other (Please Specify): _____

2. COURSES AFFECTED

Semester	Year	Course Name and Number (i.e. ENGWR 300)
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		

3. STUDENT STATEMENT Please provide a written explanation and attach supporting documents. (Required for all requests)

4. STUDENT SIGNATURE: _____ **DATE:** _____

ADMISSIONS USE ONLY

Your Petition has been reviewed and your request has been:

- Approved Denied Returned

Comments: _____

Staff Initials/Date Stamp:

Review Committee: _____ Date: _____



STUDENT PETITION FORM INSTRUCTIONS

USE OF THE STUDENT PETITION FORM

The Student Petition Form is used to request the following actions:

1. Approval of an Unauthorized Course Repeat

Use this form to request the repeat of a course in which you: a) have already earned a grade of C or better; or b) have attempted a course 3 times in which a W or grades of D, F, or NC/NP have been earned. Exception: Courses identified in the SCC Catalog as approved for multiple enrollments. This form is not required for those courses.

Acceptable reasons to repeat a class you've already passed:

- Recency Requirement: the program, class, or college you in which you will be enrolling requires a course to be taken within a certain time frame. For example: CSUS requires its Business Administration students to have taken certain accounting classes within the last seven years. If you took accounting eight years ago, that petition could be approved. You will need to attach documentation of the Recency Requirement.
- Extenuating Circumstance: if your most recent previous grade is, at least in part, the result of a verified case of accident, illness, or other circumstance beyond your control. You must attach documentation.

Acceptable Reasons to repeat a class you've attempted three times:

- Extenuating Circumstance: if your most recent previous grade is, at least in part, the result of a verified case of accident, illness, or other circumstance beyond your control. You must attach documentation

2. Drops

Use this form to drop classes due to the following circumstances:

- Drop a class that was never attended in which a W or grades of D, F, or NC/NP has been assigned.
 - This information will be verified by the instructor of record. If the instructor is no longer available, no action will be taken.
- Withdraw from a class after the last day to drop with a W has passed, Excused Withdrawal, beginning for classes in fall 2018 and later.
 - This is only considered in cases of extenuating circumstances (verified accident, illness, or other circumstance beyond your control) and documentation must be provided.
 - The instructor of record will be consulted for approval. If the instructor does not approve or is no longer available, no action will be taken.

3. Leave of Absence

Use this form to apply for a Leave of Absence which will retain your catalog rights for up to two calendar years. Leaves can be approved for either:

- Medical (provide a statement from your medical provider explaining the necessity to interrupt enrollment). Current notations will not be removed from your record.
- Military (provide a copy of military orders inducting service). Current notation will be change to MW (Military Withdrawal).