



GENERAL PETITION

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Admissions and Records Office

Please do not use this form to petition to REMOVE or CHANGE GRADES. **Students are advised to contact the instructor.**

Student's Name

Student ID or SSN

Phone Number

Street Address

Petitioned Class(es) (i.e., SOC 010-101)

City, State, Zip

Petitioned Semester and Year: _____ / _____

Is this a Graduation Appeal?: Yes _____ No _____
(Check one)

Check all that apply:

1. **Refund of Fees:** Please refer to the college catalog regarding refund policies. Courses must have been dropped by the deadline date. If this box is checked, you must also submit a **Request for Refund** form. A petition for a refund after the deadline will only be accepted due to extenuating circumstances with supporting documentation.
2. **No-Show Drop after the Deadline:** If you wish to be dropped prior to the due date without a "W" you must obtain a note from your instructor certifying that you stopped attending their class prior to the due date. Petitions that do not include a note from the instructor will be filed as incomplete. This petition will be forwarded to the Division Dean and the VP of Academic Affairs for approval.
3. **Excused Withdrawal:** Submit documentation supporting the request to drop due to reasons beyond your control in accordance to Title V, 55024(e). Attach documentation to this petition to substantiate the request such as, letters from the hospital, physician, law enforcement agency, attorney, etc.
4. **Drop after the "W" Deadline:** Submit documentation supporting the extenuating circumstances that prevented you from dropping your class(es) on or before the deadline date in accordance to Title V, 55758.

Note: The Admissions and Records office does not change or remove grades. In accordance with District Board Policy 4231; Administrative Policy 4231; Education Code Sections 76224, 76232 and Title 5 Section 55025, all grades posted are final and any corrections must be initiated within three (3) years after the grade was earned.

Please state the primary reason for your General Petition:

All general petitions should give a full statement and explanation of the request, the semester year and term, and name of classes. Please attach any supporting documents or evidence which supports your petition. If additional space is required to explain your request, please continue on the back.

Student Signature

Date

DEPARTMENT USE ONLY

Action:

Division Dean or A&R Director: _____ Date: _____ Approved: _____ Denied: _____

VP of Academic Affairs: _____ Date: _____ Approved: _____ Denied: _____

Remarks: _____