



**GENERAL PETITION**  
**Evergreen Valley College**  
**Admissions and Records Office**

\_\_\_\_\_  
Student's First and Last Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Semester/Year Petitioned

\_\_\_\_\_  
Phone Number

**\*Please note that general petitions submitted without proper documentation will be considered incomplete and will not be processed.**

**Select One:**

1.  **No-Show Drop after the Deadline:** If you wish to be dropped from your class prior to the census date without a "W" you must obtain an official e-mail from your instructor certifying that you stopped attending their class prior to the census date, and forward it to the [Dean of Enrollment Services](#). If this request is approved you are eligible to complete the [Refund Request Form](#)
2.  **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, death certificate etc. **No refunds are issued for EW.**
  - \_\_\_\_\_ (Petitioned Classes (I.E., SOC 010-201))
3.  **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. **No refunds are issued for W after the deadline.**
  - \_\_\_\_\_ (Petitioned Classes (I.E., SOC 010-201))

**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 through coordination with the faculty member.

**Please state the primary reason for your General Petition:**

The general petition process requires the student to outline their request in writing and provide **official** supporting documentation or evidence IE: (letters from the hospital, physician, law enforcement agency, attorney, death certificate, etc.). If additional space is required to explain your request, please continue on the back. The general petition is due 3 weeks after the end of the semester. The **initial review** of the petition will occur within 7-10 business days.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**DEPARTMENT USE ONLY**

**Action:**

Dean of Enrollment Services: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Remarks: \_\_\_\_\_

Processed and informed student By/Date: \_\_\_\_\_