

PETITION FOR WAIVER OF COLLEGE REGULATIONS

This is a formal request for an exception or waiver of college regulations. A review of this petition will only take place if the student explains and demonstrates extenuating circumstances. Extenuating circumstances are verified cases of illness, accident or other FLUFXPVWDQFHV EHV\RQG WKH VWXGHQW·V FRQWURO

PLEASE COMPLETE THE FOLLOWING:

SBCC ID: K _____

7 R G D \ · V ' D W H _____
Date of Birth: _____

Name: _____
First, Middle, Last

Semester of Request (One petition per semester)
Semester: _____ Year: _____

Mailing Address: _____
Street Number and Name

City, State, Zip Code

Type of Request (Check one)
 Late Drop with Refund
 Excuse/Withdrawal**
 Late Pass/No Pass
 Late/ Extend Incomplete Grade Contract
 Other (Explain in Personal Statement)

SBCC Pipeline Email: _____@pipeline.sbccc.edu

Telephone: () _____

Your petition will be returned to you if any pertinent information is missing including instructor verification.

Course Title(s) and CRN(s)	Instructor Verification of Attendance*** (To be completed by instructor requesting a Late Drop, Excuse/Withdrawal or Other)
ENG 100 10001	Did the student attend? Y N ____ If so, last date attended _____ Signature _____ Date _____
_____	Did the student attend? Y N ____ If so, last date attended _____ Signature _____ Date _____
_____	Did the student attend? Y N ____ If so, last date attended _____ Signature _____ Date _____
_____	_____

documentation that supports extenuating circumstances.

- You missed the deadline to withdraw and a refund because, 1) the course is too difficult, 2) you do not like the instructor, 3) the instructor provides poor instruction, or 4) you cannot complete the course
- You want a grade changed/removed because of a poor grade and want to improve your GPA and/or your transcript.
- You would like an Excuse/Withdraw because you are not doing well in the course
- You want the registration fees waived or refunded because you cannot attend.
- You could not withdraw or drop your course because your computer crashed or there was a system malfunction.
- You no longer need the course as a transfer or degree requirement.
- You fell behind in your course because of your job.
- Your residency application was approved, so you want a refund.

Decision/Action			
OFFICE USE ONLY			
Date Received _____	EMAIL	IP	MAIL
Approved _____	Denied _____	No Action _____	Incomplete _____
Criteria for extenuating circumstances not met in this case.		Documentation Received _____	
The withdrawal period is intended to accommodate students who find themselves in extenuating circumstances.		Initials _____	
Attendance records do not support this request.		Reviewed by _____	
Official documentation is required for consideration.		_____	
Other _____			
History: _____	Notified by: _____	Date: _____	Logged In: L

Late Drop with Refund A student may petition for consideration of a Late Drop with Refund after the end of the second week of the semester (Fall/Spring) for full semester length courses and after the 10% length of the course for all other courses (including Summer semesters) due to extenuating circumstances.