

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 by providing a personal statement and official documentation. Extenuating circumstances are verified cases of illness, accident or other circumstances beyond the student's control.

PLEASE COMPLETE THE FOLLOWING:

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

Today's Date: \_\_\_\_\_

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

SBCC ID: K 0 0 \_\_\_\_\_

Semester of Request: (One petition per semester)

Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

First, Middle, Last

Mailing Address: \_\_\_\_\_

Type of Request: (Check one)

Street Number and Name

\_\_\_ Late Drop with Refund\*\*\*

City, State, Zip Code

\_\_\_ Late Withdrawal\*\*\*

\_\_\_ Late Pass/No Pass

SBCC Pipeline Email: \_\_\_\_\_@pipeline.sbccc.edu

\_\_\_ Late Incomplete Grade Contract

\_\_\_ Extend Incomplete Grade Contract

\_\_\_ Other (Explain in Personal Statement)

Telephone: ( ) \_\_\_\_\_

Course Title(s) and CRN(s)

Instructor Verification of Attendance \*\*\* (For a Late Drop, Late Withdrawal or Other, please meet with your instructor to complete the following section).

ENG 100 10001

Did the student attend? Y \_\_\_ N \_\_\_ If so, last date attended \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Did the student attend? Y \_\_\_ N \_\_\_ If so, last date attended \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Did the student attend? Y \_\_\_ N \_\_\_ If so, last date attended \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Did the student attend? Y \_\_\_ N \_\_\_ If so, last date attended \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Your Petition will be denied under the following conditions:

- 1. You did not understand deadlines and/or no one explained them to you.
2. You are unable to provide documentation that supports extenuating circumstances.
3. You missed the deadline to withdraw and want 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 did not complete the course.
4. You want a grade changed/removed because of a poor grade and want to improve your GPA and/or your transcript.
5. You would like a Late Withdraw because you are not doing well in the course.
6. You want the registration fees waived or refunded because you cannot afford to attend.
7. You could not withdraw or drop your course because your computer crashed or there was a system malfunction.
8. You no longer need the course as a transfer or degree requirement.
9. You fell behind in your course because of your job.
10. Your residency application was not approved, so you want a refund.

Decision/Action OFFICE USE ONLY

Date Received \_\_\_\_\_ IP MAIL FAX

Documentation Received \_\_\_\_\_ Initials \_\_\_\_\_

Approved Denied 1-Year Limit No Action Incomplete

Reviewed by \_\_\_\_\_

Criteria for extenuating circumstances not met in this case.

The withdrawal period is intended to accommodate students who find themselves in extenuating circumstances.

Attendance records do not support this request.

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.

- \_\_\_ I never attended the course (*To be completed by student*).
- \_\_\_ I attended the course (*To be completed by student*).

- **Required Documentation**

- \_\_\_ Personal Statement.
- \_\_\_ Official documentation of extenuating circumstance(s).

**Late Withdrawal** A student may petition for consideration of a Late Withdrawal after the end of the ninth week of the semester (Fall/Spring) for full semester length courses and after the 60% length of the course for all other courses (including Summer semesters) due to extenuating circumstances.

- **Required Documentation**

- \_\_\_ Personal Statement.
- \_\_\_ Official documentation of extenuating circumstance(s).

**Late Pass/No Pass** A student may petition for consideration of a Late Pass/No Pass grading option after the end of the fifth week of the semester (Fall/Spring) for full semester length courses and after the 30% length of the course for all other courses (including Summer semesters) due to extenuating circumstances.

- **Required Documentation**

- \_\_\_ Personal Statement.
- \_\_\_ Official documentation of extenuating circumstance(s).
- \_\_\_ Completed Pass/No Pass form.
- \_\_\_ Pass/No Pass form submitted to Admissions and Records, not processed (attach student copy).

**Late Incomplete Grade Contract** A student may petition for consideration of a Late Incomplete Grade Contract due to extenuating circumstances.

- **Required Documentation**

- \_\_\_ Personal Statement.
- \_\_\_ Official documentation of extenuating circumstance(s).
- \_\_\_ Completed Incomplete Grade Contract, signed by the instructor.

**Extend Incomplete Grade Contract** A student may petition for consideration to extend the expiration date of an existing Incomplete Grade Contract due to extenuating circumstances (extension not to exceed beyond one year)

- **Required Documentation**

- \_\_\_ Personal Statement.
- \_\_\_ Official documentation of extenuating circumstance(s).
- \_\_\_ Completed Incomplete Grade Contract, signed by the instructor (new contract is required).

### **Additional Information and Acknowledgement**

Grade changes must be initiated by the instructor. If you feel an error has been made in the calculation of your grade, please discuss your grade with your instructor. If your instructor is no longer teaching at SBCC or is on sabbatical, you are encouraged to meet with the Department Chairperson.

By signing below, I have read and agree to the requirements of this petition. I understand that petitions take a minimum of four weeks to process, with extended timelines during high impact periods. Admissions and Records is unable to accommodate requests for priority processing. **Student requests for grade changes will only be accepted for grades recorded within the previous calendar year.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Petitions must be submitted in person, by mail or fax, as follows:

Santa Barbara City College, Admissions and Records  
721 Cliff Drive, Santa Barbara, CA 93109-2394, Fax: (805) 962-0497