



Office Use Only		<input type="checkbox"/> Veteran
Received:	Date:	By:
Processed:	Date:	By:

General Petition

Please review the reverse side of this document and complete the petition below:

Student Information

Name		Student ID	
Address			
City	State	Zip Code	Phone

AA/AS Major: _____ Transfer Major/School: _____

Reason for Petition (Check all that apply):

- Course Annotation:** State the course name, semester and year that you are requesting for course annotation, as well as the name and location of the repeated course. **Official transcripts and course description(s) from the year completed must be turned in prior to submitting this petition.**
- Late Withdrawal (Drop with a "W"):** State the course name, semester and year that you are requesting to drop with a W after the drop deadline. Late withdrawals are only allowed under extenuating circumstances with proper documentation.
- No-Show (Drop without a "W"):** State the course name, semester and year that you claim to have never attended. Submit the petition to the Instructor or department chair for verification below. Submit one petition for each class you are petitioning.

Instructor or Designee (Check only one below):

By signing below, I acknowledge this statement below is true and correct for the above named student.

- Student was a no-show & never attended my class. Student should have been removed from the course prior to census.
- Student attended my class and their last date of attendance in my course was: _____

Course Title _____ **Section #** _____ **Semester** _____
Print Name _____ **Signature** _____ **Date** _____

- Repeat: I wish to repeat a course in which a grade of "C" or higher was earned.
- Repeat: I wish to repeat a course in which three substandard enrollments (D, F, NP, W) were earned.
- Other: Please clearly print/type your request on a separate piece of paper (see below).

Please type or print your request clearly on a separate piece of paper and attach any relevant documentation. Petitions submitted without appropriate documentation will be denied.

Student's Signature Date

For Office Use

Action: Approved Disapproved No Action Tabled

Authorized Signature Date

Additional Comments

Cuyamaca College
Petitions Review Committee
GENERAL PETITION

The Petitions Review Committee is composed of representatives from the following areas: Instructional Faculty, Counseling Faculty (Co-Chair), Admissions and Records staff, and Manager of Admissions and Records (Co-Chair). The purpose of the Petitions Review Committee is to review requests from students for interpretation of rules, regulations and policies.

The Committee cannot overturn, ignore, or change existing laws and regulations. The Committee also cannot rule on instructional matters that involve disputes between students and faculty. These issues should be directed to the appropriate department chair.

Comments Key:

1. Please provide documentation to support your statements.
2. This deadline is established by State regulation and/or Board policy and cannot be waived by the Committee.
3. Situation does not qualify under "extenuating circumstances" (*as defined under California Education Code.*)
4. State regulations generally allow students to repeat a course only if they receive a substandard grade (below "C"). Courses may be repeated twice for this reason without a petition.
5. The College must maintain a complete and accurate academic history. A "W" and all grades are part of your permanent academic history.
6. Only the instructor may change the grade.
7. This is an instructional issue; please see the appropriate Department Chair or Divisional Dean.
8. You may re-petition after successful completion (with a "C" or better) of the prerequisite course.
9. A withdrawal for medical reasons after census includes a "W" and does not include a refund.
10. See a counselor to review academic policies/educational planning.
11. The Committee cannot rule upon your petition until you submit official sealed transcripts.
12. Your records indicate that you do not meet the requirements for Academic Renewal. Please refer to the criteria in the College catalog.
13. You did not comply with the Committee's request.
14. Contact an International Specialist in the Admissions and Records office.
15. Approved to repeat course and semester as indicated on front. Grade will count towards your GPA
16. Student must enroll in the class and must pay any appropriate fees within 5 calendar days of approval.
17. We will re-instate you in the class; student must pay any appropriate fees within 5 calendar days of approval.
18. Contingent upon Student (1) submitting a signed and dated Add Card; (2) making payment of appropriate fees; and (3) contacting instructor to submit a grade. Student must complete ALL within 5 calendar days of approval.
19. Please clarify your request.
20. No petition needed.
21. For classes where a student has received a passing grade (P, CR or C or better) two years must elapse from the time the class was last taken.
22. Recency requirement has not been met.