



STUDENT PETITION

Please complete the following. PRINT legibly and clearly.

Initials/Date Received: _____

Semester Summer Fall Spring Year: _____

Name: _____	Student ID#: _____
Address: _____ Apt# _____	Email: _____
City: _____ State: _____ Zip: _____	Phone: _____

Action Requested: For course conflict use reverse side to explain how time will be made up.

- Unauthorized Course Repeat Course # and Code _____ Course # and Code _____
- Late Add Course # and Code _____ Course # and Code _____
- Late Drop Course # and Code _____ Course # and Code _____
- Class Time Conflict Course # and Code _____ Course # and Code _____
- Exceed Unit Limit, Total Units _____
- Remove Debt Amount: _____ Course # and Code _____ Term/Year: _____
- Retroactive Leave of Absence Term/Year: _____

If requesting a Leave of Absence before or during the term, use the Leave of Absence form.

Please provide a written explanation and attach supporting documents (must be completed for all petitions):

Student's Signature: _____ Date: _____

Counselor Recommendation: _____
Required for # 1 and 5

Recommend Do not Recommend Counselor Signature: _____

Professor Recommendation: _____ Date of First Attendance: _____
Required for #2 and 4

Recommend Do not Recommend Professor's Signature: _____ Date: _____

Area Dean Recommendation: _____
Required for # 2

Recommend Do not Recommend Area Dean's Signature: _____

Your petition has been reviewed and your request has been: Returned Approved Denied

Posted OnBase emailed Bus Office _____ Date: _____
Initials/Date Dean, Enrollment & Student Services

Sacramento City College

Student Petition Instructions

PURPOSE OF THE SCC STUDENT PETITION

The Student Petition provides students with an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The Student Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the SCC Catalog for policies related to your request.

USE THE STUDENT PETITION FORM TO REQUEST:

1. Approval of an unauthorized repeat of a course in which you: a) have either already earned a C or better; or b) have earned a substandard grade of D, F, or NC/NP for the third time. Exception: Courses identified in the SCC Catalog as approved for multiple enrollments. This form is not required for those courses.
2. Late add after the deadline. You must have been attending the class from the beginning to add late. The professor must include the first date of attendance on this form.
3. Late drop after the deadline to drop without a W or after the last day to drop a course for the semester. This request must be made during the semester in which it occurs or it will be considered a change of grade and will not be processed. Requests for change of grades must be made directly to the instructor who issued the grade.
4. Enrollment in classes with time conflict. On a separate piece of paper, please write the dates and times proposed as make-up time. Incomplete information will result in a denial of the request.
5. Exceed maximum allowable unit load (18 per fall or spring semester; 8 per summer session.)
6. Removal of debt after the refund period has expired (generally accompanies a request for late drop.)
7. Withdrawal from college for medical or military leave after the semester has ended to retain catalog rights. (If requesting a leave of absence before or during the term, use the *Leave of Absence Form*.)

DO NOT USE THIS PETITION FORM FOR THE FOLLOWING REQUESTS:

- Academic Renewal – Form available at Admissions & Records and Counseling
- Pass/No Pass Enrollment – Form available at Admission & Records
- **Grade Change** – Must be initiated with faculty who issued the grade
- Enrollment Fee Refund (within deadline period) – Form available in Business Services Office

HOW TO SUBMIT THE STUDENT PETITION FORM:

1. Obtain the form at the Admissions & Records Office or on the Sacramento City College website.
2. Print all entries clearly. **Be sure to include the semester and year related to your request.**
3. Check the box corresponding to your request.
4. Obtain all required recommendations and signatures.
 - ❖ Add a class after the deadline: Professor and Dean Signatures required
 - ❖ Class time conflict: Signatures of all professors affected with specifics on how time and work will be made up attached on a separate piece of paper
 - ❖ Exceed maximum unit load: Counselor signature
 - ❖ Unauthorized repeat: Counselor signature
5. Attach documentation to support your request (i.e. receipts, fee request forms, doctor's notes, etc.)
6. Submit your Student Petition to Admissions & Records in Rodda North.

If no e-mail address is provided, the response will be sent automatically to the student's iMail account. You will be notified by e-mail of the action taken approximately 10 business days after you have submitted your Petition.

Your petition must be submitted within 5 days of receiving all signatures or your request will be denied.