



# ADMISSIONS & RECORDS OFFICE

## Student Petition Form

Staff Initials & Intake Date: \_\_\_\_\_  
Date Stamp: \_\_\_\_\_

Please complete the following. *PRINT* legibly and clearly.

Student Name: _____	Student ID: _____
Address: _____ Street _____ Apt _____	Phone: (____) _____
City _____ State _____ Zip _____	Email: _____

**Action Requested:** Please check the applicable box. Refer to instructions on reverse side.

- Unauthorized Course Repeat       Late Add  
 Late Drop (Medical or Military)       Other: \_\_\_\_\_

**Semester and Year Applicable:**

- Summer       Fall       Spring      Year: \_\_\_\_\_

**Courses Affected:**

Class Number (five digit code)	Course Name and Number (i.e. ENGWR 100)

**Student Statement:** Please provide a written explanation (required) and attach supporting documents (Late Drop).

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Unauthorized Course Repeat:</i>	
<b>Counselor Recommendation:</b> _____	<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend
Counselor Signature: _____	Print Counselor Name: _____ Date _____
<i>For Late Adds:</i>	
<b>Professor Recommendation:</b> _____	First Day of Attendance: _____
<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend	Professor Name & Signature: _____ Date _____
<i>For Late Adds:</i>	
<b>Dean Recommendation:</b> _____	
<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend	Dean Name & Signature: _____ Date _____

Your Petition has been reviewed and your request has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Returned	
Comments: _____	
<input type="checkbox"/> Posted <input type="checkbox"/> OnBase <input type="checkbox"/> Emailed <input type="checkbox"/> Bus Office	Review Committee: _____ Date: _____

# 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 attended the class prior to the census date to add. The professor must include the first date of attendance on this form.
3. Late drop after the deadline to drop with a W. The student must provide documentation as to the extenuating circumstance that did not allow the student to drop by the notation date. An extenuating circumstance is defined as a verified accident, illness, or other circumstance beyond the student's control. If the drop is due to military orders, documentation must be provided.

### DO NOT USE THIS PETITION FORM FOR THE FOLLOWING REQUESTS (all forms also available online):

- Leave of Absence
- Excess Units – Form available at Admissions & Records
- Time Conflict – Form available at Admissions & Records
- Academic Renewal – Form available at Admissions & Records and Counseling
- Pass/No Pass Enrollment – Form available at Admission & Records
- 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
  - 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.**