



Student Petition

IMPORTANT! All information must be completed and any documentation attached prior to review by the Director of Admissions & Records. Incomplete petitions will not be considered.

Name _____ **Student ID#** _____
 Last First Middle

Address _____ **Phone** _____
 Mailing address

_____ **Email** _____
 City State Zip Code

Purpose: *Late Drop (drop with no record)* *Late Withdrawal ("W" grade/no refund)* *Excused Withdrawal*

Course # _____ **Section** _____ **Title** _____

Quarter _____ **Year** _____ **Instructor** _____

Reason for request: Your petition is more likely to be approved if you provide detailed information. Please state the reason below and attach additional documentation to support your petition. **Documentation of extenuating circumstances beyond the control of the student (i.e. medical documentation, employer letter, military orders) is required for approval.**

Are you currently receiving financial aid? Yes* No *If yes, financial aid signature is required, as this petition may affect your financial aid award.

Financial Aid Staff Signature: _____ Date: _____

Comments: _____

Student: It is your responsibility to have the instructor complete the following information.

TO BE FILLED OUT BY INSTRUCTOR

First date of attendance in class: Month _____ Date _____ Year _____

Last date of attendance in class: Month _____ Date _____ Year _____

Student never attended (no show)

Comments: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ **Date:** _____

OFFICIAL USE ONLY

Date: _____ Approved Denied Director of A&R Signature: _____

Comments: _____

Ok to refund? Yes No