

PLEASE PRINT

Admissions & Records Petition

- Drop a Class Late WITHOUT a "W"**
- Request Refund Late**

Carefully read the information on the reverse side of this form and then decide whether you should complete it.

In most cases, it is **NOT** possible to drop a class late without a W or obtain a refund after the deadline.

Rec'd By: _____

Date: _____

Petition refers to:

Fall 20 ____

Spring 20 ____

Summer 20 ____



Student's Name

Date of Birth

Mailing Address

SCC Email Address

City State Zip

SCC ID#

CRN # _____ Course # _____ Course Name _____ Instructor Signature _____

CRN # _____ Course # _____ Course Name _____ Instructor Signature _____

CRN # _____ Course # _____ Course Name _____ Instructor Signature _____

(Required) Student's detailed explanation of extenuating circumstances. Be specific and attach relevant official documents.

Student's Signature

Date

Telephone No.

OFFICE USE ONLY

Admissions & Records Decision: Approved Denied Student Notified By Email: _____ (initials/date)

Comments:

Drop without “W” Information and Instructions

In most cases, it is not possible to drop without a “W” or obtain a refund after the published deadline. Only under **verifiable extenuating circumstances** (i.e., accident, serious illness, or other circumstances beyond the student’s control; official supporting documentation required) may students drop or have fees refunded after the deadline. An appropriate medical provider’s statement on official letterhead is required to support medical reasons. Employment-related reasons must be supported by a statement from employer on company letterhead verifying (1) the student’s new work hours and (2) the fact that this change in schedule is a condition of continuing employment or other explanation if applicable.

This petition must normally be submitted before the end of the term. In rare cases, if the extenuating circumstances themselves precluded the student from submitting it within the term, a petition submitted later may be considered.

In the event that a Drop Without “W” petition is denied, but the petition is submitted before the deadline to drop with a “W”, Admissions and Records will assign a “W”.

Instructions to student:

1. Complete form **only** if extenuating circumstances as defined above are verifiable by official documents you are attaching to this petition.
2. Submit petition with attachments to Admissions & Records.
3. Admissions & Records will review petition and email student’s copy with approval/denial decision to his/her SCC email address within ten (10) business days.
4. If approved, Admissions and Records will process change that will be reflected on student’s transcript.
5. The petition will be part of the student’s permanent record.