



## Petition Guidelines

Please note: Submitting a petition with requested documentation and signatures does not guarantee an approval.  
 Deadline dates are mandated by Title 5 Regulations and must be adhered to by Santa Rosa Junior College.

TYPE OF PETITION REQUEST	PETITION GUIDELINES
Add/Register Late **	<ul style="list-style-type: none"> <li>•Not accepted if attendance began after First Census Day.</li> <li>•<b>Not accepted for a semester that has already ended.</b></li> <li>•Student's statement of extenuating circumstances* which prevented timely enrollment.</li> </ul> <b>Title 5, 58003.1</b>
Reinstate a Dropped Class	<ul style="list-style-type: none"> <li>•Instructor's signature with <u>first and last</u> dates of attendance, and instructor support.</li> </ul>
Conflicting Class **	<ul style="list-style-type: none"> <li>•<b>Instructor's signature (of class missed) required.</b></li> <li>•<b>Instructor must indicate exactly how missed time will be made up in the instructor's review box as per Title 5 - 58030, 55007</b></li> <li>•Student's statement of need for conflicting class.</li> </ul>
P/NP or (P/NP reversed)	<b>Not accepted</b> after 30% of class unless student has documentation of extenuating circumstances* as per <b>Title 5 - 55022.</b>
P/NP (over 3 or 12 unit limits)	Student's statement required. <b>SRJC Policy 3.10</b>
Drop <u>with</u> "W" After deadline date.	<b>Not accepted without:</b> <ul style="list-style-type: none"> <li>•Instructor's signature with last day of attendance.</li> <li>•Documentation of extenuating circumstances* as per <b>Title 5 58003.1, 55024, 58004.</b></li> </ul>
Drop <u>without</u> "W" After deadline date. (Current semester only) **	<b>Not accepted without:</b> <ul style="list-style-type: none"> <li>•Instructor's signature, and first and last dates of attendance.</li> <li>•Documentation of extenuating circumstances that prevented student from dropping by the deadline date, * as per <b>Title 5 -58003.1, 55024 58004.</b></li> <li>•<i>Note:</i> "W" <b>WILL NOT</b> be removed if student <u>attended or participated</u> beyond the deadline date regardless of circumstance.</li> </ul>
Drop with an "EW" (Excused Withdrawal)	<b>Not accepted without documentation of extenuating circumstances.</b> Effective/retroactive Spring 2018. No refund or fee reversal. Title 5- 55024, SRJC Procedure 3.10P.
High School Concurrent Enrollment Student (over unit limit -6 units for the Summer term)	<ul style="list-style-type: none"> <li>•Student statement of need required.</li> <li>•High School Principal and Counselor signature and support required.</li> <li>•Letter of support on school letterhead indicating evidence of ability to succeed over the unit limit and a high school grade report. - <b>SRJC Policy 8.1.11</b></li> </ul>
Military Withdrawal	Needs documentation of "call to active duty" as per <b>Title 5 - 55024.d.1,2,3</b>
International Student Fee Waiver	<b>Documented</b> economic hardship required as per <b>State Ed. Code Section 76140.</b>
Readmits (on dismissal status) **	<ul style="list-style-type: none"> <li>•Student statement required.</li> <li>•Completion of the appropriate workshop identified by the Counseling Department.</li> <li>•Copy of SEP: Student Education Plan required, as per <b>Title 5 - 55033 and SRJC Policy 8.2.6.</b></li> </ul>
Reverse fees/Request refund	Student's statement is required* and verification that student has <b>dropped before deadline</b> , as per <b>Title 5 - 58508.</b>
Units Load (over 20 units) **	Student's statement, evidence of a GPA that is 3.0 or higher and SRJC counselor's support/signature required as per <b>SRJC Policy 8.1.7</b>

**PLEASE NOTE:** Math courses require Department Chair approval.

\* **Extenuating Circumstances with official documentation = Accident or serious illness documented with a doctor's letter and/or accident report.**

\*\* **Starting on the first day of the semester, instructor signature and dates of attendance required.**

Deliver to: Admissions & Records, 1501 Mendocino Ave., Santa Rosa CA 95401