

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"> •Not accepted if attendance began after First Census Day. •Not accepted for a semester that has already ended. •Student's statement of extenuating circumstances* which prevented timely enrollment. Title 5, 58003.1
Reinstate a Dropped Class	<ul style="list-style-type: none"> •Instructor's signature with <u>first and last</u> dates of attendance, and instructor support.
Conflicting Class **	<ul style="list-style-type: none"> • Missed time may not exceed 15 minutes. Instructor must indicate exactly how missed time will be made up in the instructor's review box as per Title 5 - 58030, 55007 •Student's statement of need for conflicting class. •Instructor's signature (of class missed) required.
P/NP or (P/NP reversed)	Not accepted after 30% of class unless student has documentation of extenuating circumstances* as per Title 5 - 55022.
P/NP (over 3 or 12 unit limits)	Student's statement required. SRJC Policy 3.10
Drop <u>with</u> "W" After deadline date.	Not accepted without: <ul style="list-style-type: none"> •Instructor's signature with last day of attendance. •Documentation of extenuating circumstances* as per Title 5 58003.1, 55024, 58004.
Drop <u>without</u> "W" After deadline date. (Current semester only) **	Not accepted without: <ul style="list-style-type: none"> •Instructor's signature, and first and last dates of attendance. •Documentation of extenuating circumstances that prevented student from dropping by the deadline date, * as per Title 5 -58003.1, 55024 58004. •<i>Note:</i> "W" WILL NOT be removed if student <u>attended or participated</u> beyond the deadline date regardless of circumstance.
High School Dual Enrollment Student (over unit limit -6 units for the Summer term)	<ul style="list-style-type: none"> •Student statement of need required. •High School Principal and Counselor signature and support required. •Letter of support on school letterhead indicating evidence of ability to succeed over the unit limit and a high school grade report. - SRJC Policy 8.1.11
Military Withdrawal	Needs documentation of "call to active duty" as per Title 5 - 55024.d.1,2,3
International Student Fee Waiver	Documented economic hardship required as per State Ed. CodeSection 76140.
Readmits (on dismissal status) **	<ul style="list-style-type: none"> •Student statement required. •Completion of the appropriate workshop identified by the Counseling Department. •Copy of SEP: Student Education Plan required, as per Title 5 - 55033 and SRJC Policy 8.2.6.
Refund	Student's statement is required* and verification that student has dropped before deadline , as per Title 5 - 58508.
Repeats	Please refer to the "Petition for Course Repetition" form online at: https://www.santarosa.edu/app/admissions/forms.shtml
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 SRJC Policy 8.1.7

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.**

You may fax to: 707-527-4798 OR Deliver to: Admissions & Records, 1501 Mendocino Ave., Santa Rosa CA 95401