



PETITION FOR WAIVER OF COLLEGE REGULATIONS

Office of Admissions, Records & Enrollment Development

1501 Mendocino Avenue, Plover Hall, Santa Rosa, CA 95401 Phone: (707) 527-4685

PLEASE COMPLETE THE FOLLOWING:

Your petition will be returned to you if any pertinent information is missing. Please complete the following:

Today's Date: _____ Telephone: _____ Last four of SSN: _____ Student ID number: _____

Course Title(s) and Section Number(s) of Class(es) being petitioned _____

Example: Math 155 Section: 1001

Name:

Street:

City, State, Zip:

OFFICE USE ONLY

Date Received: _____ Initial: _____

Documentation Attached: Yes No

Received Via:

Fax Mail Interdepartmental In-person

Petition status:

Entered _____ Processed _____ Correction Form _____

Indicate semester:

Fall 20 _____ Spring 20 _____ Summer 20 _____

Select petition type:

Add class late

Drop a class late with a "W"

Drop a class late without a "W"

P/NP (after deadline)

P/NP Reversed (after deadline)

Readmit/dismissal

Register in conflicting classes

Reinstate a dropped class

Request refund

Reverse fees

Other (explain in statement)

Student Statement (REQUIRED):

Please be specific in your statement and attach supporting documentation of extenuating circumstances. You may use a separate sheet of paper if necessary.

Student Signature/Date: _____

You can check the status of your petition online at www.santarosa.edu/portal. Allow 5 business days for processing (10-15 days during peak Seasons)

Instructor Review: I support this petition I do not support this petition I neither support nor deny this petition

Comments: _____

Dates Of Attendance (1st thru last), Per Instructor: _____ Instructor's Signature/Date: _____

Counselor Comments: Only for Readmits and over 20 Unit Load:

Counselor Signature/Date: _____

Action/Decision (Office Use Only)

Approved/Date: _____ Denied/Date: _____ Notified/Date: _____

<input type="checkbox"/> Per Title 5 Section(s)	<input type="checkbox"/> Return to student/no action taken.	<input type="checkbox"/> Student has not provided documentation per instructions.
<input type="checkbox"/> Per SRJC Policy Section(s)	<input type="checkbox"/> \$ _____ will be reversed.	<input type="checkbox"/> It is a student's personal responsibility to be aware of his/her enrollment status
<input type="checkbox"/> Instructor/Dept. Recommendation.	<input type="checkbox"/> You've been added by the A&R Office. You now owe: \$ _____	
<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Past deadline date:	<input type="checkbox"/> Refund / Reversal of \$ _____ will be credited to the student account.

Comments: _____

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 Concurrent 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. •Counselor's support/signature required. •Copy of MAP: Mandatory Academic Plan required, as per Title 5 - 55033 and SRJC Policy 8.2.6. •<i>Note:</i> If enrolled in Counseling 56 or completed 3 units of "C" or better, petition not needed.
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