

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**CHECKLIST for Completing  
Petition to the Academic Standards Committee  
COLLEGE OF THE CANYONS**

It is your responsibility to complete all necessary information on the petition form and this checklist. An incomplete petition and/or checklist will not be accepted.

**You must complete this checklist** and attach it, along with documentation of any extenuating circumstances, to your petition.

**Did you provide the following information on your petition?:**

- Your student ID number
- Your name, address and phone number
- A detailed statement concerning the reason for your petition
- The course title for the course or courses for which you are petitioning
- The course section number for the course or courses for which you are petitioning
- The semester and year the course in question was offered
- Your date of last attendance for the course or courses for which you are petitioning
- The instructor's name for each course
- A statement from the instructor for each course (or department chairperson if instructor is not available)
- Documentation of your extenuating circumstances (for example: medical records, accident report, employment verification, court records, letters from lawyers, doctors, employer, etc.)

**Please answer the following questions:**

1. If you are requesting a late withdrawal or grade change, is your request for:  
 One course     More than one course     All courses
2. If you are withdrawing or requesting a grade change from one or two courses, but not all courses, please explain why you are choosing to request a withdrawal or grade change from a certain course or courses:

<b>Section A: Student Information</b>		
<i>You Must Complete All Sections</i>		
Student I. D. Number: _____		
Social Security Number: _____		
Date of Birth: _____		
<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<i>Address Number</i>	<i>Street</i>	<i>Apt. #</i>
<i>City</i>	<i>State</i>	<i>Zip</i>
Telephone: (    ) _____		
<b>Section C: Reason Petition Should Be Granted</b>		
You <u>must attach</u> pertinent documents citing extenuating circumstances such as medical, personal, job-related, or Family reasons to support your request.		
<b>Provide summary of extenuating circumstances here:</b>		

<b>Section B: Reason for Petition</b>	
<input type="checkbox"/>	<b>Late Add:</b> <i>You must attach an add slip with the instructor's signature, your first date of attendance, and documentation of extenuating circumstance.</i>
<input type="checkbox"/>	<b>Late Withdrawal:</b> <i>Current semester, I have extenuating circumstances and cannot complete the class.</i>
<input type="checkbox"/>	<b>Grade Change:</b> <i>Previous semester (s), I never attended a class meeting.</i>
<input type="checkbox"/>	<b>Grade Change:</b> <i>Previous semester (s), I attended but could not complete the class.</i>
<input type="checkbox"/>	<b>Late Drop:</b> <i>I have extenuating circumstances that occurred prior to the DROP deadline.</i>
<input type="checkbox"/>	<b>Other:</b> (Explain)
<b>Section D: Required Information</b>	
Course Title:	
Section Number:	
Semester:	
Date of Last Attendance:	
Instructor Name:	
<b>For Grade Change Only:</b>	
Grade Received:	
Grade Proposed:	
(Student Signature)	(Date)

**INSTRUCTOR STATEMENT:**

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*Date:* \_\_\_\_\_ *Instructor Signature:* \_\_\_\_\_ *Print Name:* \_\_\_\_\_

<b>ACTION OF THE COMMITTEE:</b> _____ <b>Petition Granted</b> _____ <b>Petition Denied</b> <input type="checkbox"/> Obtain instructor recommendation and resubmit <input type="checkbox"/> Instructor must add first date of attendance on add slip <input type="checkbox"/> You must evaluate the class prior the drop and/or withdrawal deadline <input type="checkbox"/> Documentation of extenuating circumstances needed, you may resubmit with documentation
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Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_