

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

**AN INCOMPLETE PETITION WILL NOT BE ACCEPTED**

**STOP!** You are ineligible to petition if you completed the course **FINAL EXAM** or turned in a final project, etc.

You must complete all information for Sections A through E.

You **MUST** include: documentation of the extenuating circumstances BEYOND YOUR CONTROL. Examples include medical records, accident report, new employment verification, court records, letters from lawyers, doctors, employer, etc. (Any questions? Please email [ASCPetitions@canyons.edu](mailto:ASCPetitions@canyons.edu)).

**PLEASE READ THE FOLLOWING INFORMATION TO DETERMINE PETITION ELIGIBILITY:**

**Drop without a W:** You may drop a course without receiving a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 20 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may drop yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Drop without a W:** In order to be eligible to submit a petition for a course for which you are seeking a late drop without a W (i.e. you did not initiate the drop yourself as identified above), the following two (2) conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through 20 percent of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course in question no later than the drop deadline (20 percent of the term or semester), **AND** your instructor must be able to verify you stopped attending. If you attended beyond the 20 percent deadline, you are NOT eligible to petition the course for a late drop without a W.

You must meet both of these conditions in order to petition a course for a Late Drop without a W.

**Withdrawal with a W:** Once the 20 percent deadline has passed for a course, you may withdraw from a course and receive a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 75 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may withdraw yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Withdrawal with a W:** In order to be eligible to submit a petition for a course for which you are seeking a late withdrawal with a W (i.e. you did not withdraw yourself as identified above), the following conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through the end of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course prior to taking the final exam, or submitting the final project/presentation/portfolio, etc. **You are ineligible to petition if you completed the course FINAL.**

You must meet both of these conditions in order to petition a course for a Late Withdrawal with a W.

**RETURN TO: Admissions & Records or  
EMAIL TO: [ASCPetitions@canyons.edu](mailto:ASCPetitions@canyons.edu)**

**Petition to Academic Standards Committee**

**COLLEGE OF THE CANYONS**

Admissions & Records

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

Phone (661) 362-3280

Fax (661) 362-5566

Email: [ASCPetitions@canyons.edu](mailto:ASCPetitions@canyons.edu)

**Directions:** Complete all information for **Sections A through E**

**INCOMPLETE PETITIONS WILL NOT BE ACCEPTED**

**Section A: Student Information**

Student ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ cell phone: ( \_\_\_\_\_ ) \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Address Number Street Apt#

\_\_\_\_\_  
City State Zip

**Section B: Reason for Petition**

- LATE DROP without a W:** Current semester only: I stopped attending the course prior to the 20 percent DROP deadline **AND** I have extenuating circumstances, which occurred before the DROP deadline = 20 per cent of the term or semester.  
**Note:** The instructor of the course must be able to verify you stopped attending prior to the DROP without a W deadline
- LATE WITHDRAWAL with a W:** Current semester only: I cannot complete the class because I have extenuating circumstances, which occurred after 20 percent of the term but prior to completion of the final exam/project/presentation, etc.
- GRADE CHANGE without a W:** Previous semester(s). I never attended/participated in any class meeting for the course **AND** the instructor of the course can verify I never attended or participated.
- GRADE CHANGE with a W:** Previous semester(s). I stopped attending between the first class session and finals week, I did not complete the course, I can document extenuating circumstances **AND** instructor can verify when I stopped attending.
- OTHER:** (Please describe: \_\_\_\_\_)

**Section C: Required Course Information**

Is this a short term class?: \_\_\_ 5-week GO \_\_\_ 5-week PAL \_\_\_ 8 week

Course Title: \_\_\_\_\_ Section #: \_\_\_\_\_ Semester/Term: \_\_\_\_\_

Course Title: \_\_\_\_\_ Section #: \_\_\_\_\_ Semester/Term: \_\_\_\_\_

Date of Last Attendance: \_\_\_\_\_ Did you take/make the final (exam, presentation, speech, etc.): \_\_\_\_\_

**For Grade Change:** Grade Received: \_\_\_\_\_ Grade Proposed: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section D: Student Statement**

**You MUST ATTACH the following in order for your petition to be considered:**

1) **Pertinent documents** citing extenuating circumstances that were **BEYOND YOUR CONTROL**: medical, job-related, family or other **verifiable** reasons to support your request; and 2) **A personal statement** why your circumstances caused you not to be able to continue in your course(s). **Note:** PETITIONS WILL NOT BE ACCEPTED WITHOUT DOCUMENTATION and STUDENT STATEMENT

**Section E: Instructor Statement**

Instructor, please complete pertinent information in box at left below:

Did the student ever attend/log-in?: \_\_\_\_\_

Date of last attendance: \_\_\_\_\_

ONLINE Courses = Date of last log-in: \_\_\_\_\_

Student's grade when attendance stopped: Did student complete the course/take final?: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature Date Print Name

**ACTION OF THE COMMITTEE:**

- \_\_\_\_\_  
**Petition Granted** \_\_\_\_\_ **Petition Denied** \_\_\_\_\_
- Dates on documents of exten. circum. don't match course \_\_\_\_\_
  - You must evaluate course and withdraw before deadlines \_\_\_\_\_
  - Documentation of extenuating circumstances needed; \_\_\_\_\_  
you may resubmit with documentation
  - The timeline in which to petition a course offered \_\_\_\_\_  
in \_\_\_\_\_ has expired per District board policy
- Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_
- Notice of Action mailed to student**  
Date: \_\_\_\_\_ by: \_\_\_\_\_