

**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 call (661) 362-3261).

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 withdrawal 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 Room 208, Canyons Hall

Petition to Academic Standards Committee

COLLEGE OF THE CANYONS

Student Services - Canyons Hall, Room 208
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
Phone (661) 362-3261 Fax (661) 362-3730

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

Section A: Student Information

INCOMPLETE PETITIONS WILL NOT BE ACCEPTED

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 percent 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: _____