

PLEASE PRINT

**Admissions & Records Petition
Change Grading Status after Deadline**

Rec'd By: _____

Date: _____

Petition refers to:

Fall 20 _____

Spring 20 _____

Summer 20 _____



Pass/NP

Pass/NP Reversal

Student Name

Date of Birth

Mailing Address

SCC Email Address

City

State

Zip

SCC ID#

CRN.# _____ Course # _____ Course Name _____ Instructor Signature _____

CRN # _____ Course # _____ Course Name _____ Instructor Signature _____

CRN # _____ Course # _____ Course Name _____ Instructor Signature _____

Only under *verifiable* extenuating circumstances (i.e., accident, illness, or other circumstances beyond control-legitimate, supporting documentation required) may students drop or have fees refunded after the deadline. An appropriate medical provider's statement on their official letterhead is required to support medical reasons. Employment related reasons must be supported by a statement from employer on company letterhead verifying (1) the student's new work hours and (2) the fact that this change in schedule is a condition of continuing employment or other explanation if applicable.

(Required) Student Explanation. Please be specific and attach relevant documents if applicable:

Student's Signature

Date

Telephone No.

OFFICE USE ONLY

Admissions and Records Director or Designee Approve? Y N Notification Email? (Initials/date) _____

Processed in Banner? Y N

Comments:

Change Grading Status Information and Instructions

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Instructions:

1. Complete form
2. Submit to Admissions and Records
3. Admissions and Records will review and email student's copy to their SCC email within ten(10) business days.
4. If approved Admissions and Records will process in Banner causing change to be reflected on student's transcripts.
5. Admissions and Records will post copy to student's permanent record.