

PLEASE PRINT

Admissions & Records Petition
Drop a Class Late WITH a "W"



Rec'd By: _____

Date: _____

Petition refers to:

Fall 20 _____

Spring 20 _____

Summer 20 _____

Student Name _____

Mailing Address _____

Date of Birth _____

City _____ State _____ Zip _____

SCC Email Address _____

SCC ID# _____

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

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

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

(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) _____

Comments:

Student responsible for understanding information on all pages of documents.

Drop with “W” Information and Instructions

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 “W” 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.

If you missed the deadline to drop a class with a “W” due to verifiable extenuating circumstances, and the term has not yet ended, it is appropriate to complete this petition.

This petition can no longer be accepted once a term has ended. If a student wishes to appeal a class after a term has ended, he or she must appeal to the professor using a Change of Grade petition.

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.