PLEASE PRINT

Admissions & Records Petition

☐ Drop a Class Late WITHOUT a “W”
☐ Request Refund Late

______________________________________________
Student Name

______________________________________________
Mailing Address

______________________________________________
City State Zip

Date of Birth

______________________________________________
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:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

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Student responsible for understanding information on all pages of documents. Updated: 2.5.13  blf
Filename: OAR\Ishtar\A&R Forms-Petitions/Petition-Drop without “W” after Deadline  Please return to A&R for processing
Drop without “W” Information and Instructions

Only under verifiable extenuating circumstances (i.e., accident, illness, or other circumstances beyond ones control; 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.

If you missed the deadline to drop a class without 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 grade after a term has ended, he or she must appeal to the professor using a Change of Grade petition.

In the event that your Drop Without “W” petition is denied, but the “W” deadline has not yet occurred, Admissions and Records will assign a grade of “W”.

“W's” do not affect your GPA, however, they do affect your academic/progress standings and can negatively impact your Financial Aid if applicable. See the Catalog for a complete explanation of the effect of “W's” on your academic/progress standings. See Financial Aid for an explanation of the effect of “W's” on your financial aid award.

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.