

PLEASE PRINT

**Admissions & Records Petition
Drop a Class Late WITHOUT a "W"
Request Refund Late**

Rec'd By: _____

Date: _____

Petition refers to:

Fall 20 ____
Spring 20 ____
Summer 20 ____



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 _____

(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:

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.