



General Student Petition

Admissions and Records: (707) 864-7171

email: admissions@solano.edu

Please review the instructions page for this petition for important information and required signatures for your request. After obtaining all required signatures, please submit to the Admissions & Records office for final approval.

Student Information:

Name: _____ Student ID #: _____
Last First MI

Email Address: _____ Phone Number: _____

Applicable Semester or Term: Fall Spring Summer Year: _____

Action Requested (mark one box only per petition):

Carry an Excess Load

Please indicate total number of unity above max: Spring/Fall more than 20 units, Summer more than 12 units

Total over max: _____

General Appeal

Reason for appeal: _____

Add a Class Late (After Census)

Course Name and CRN: _____

I certify that I have read SCC's policies/catalog and attached instruction page regarding this request.

Student Signature: _____ Date: _____

Faculty - Counselor - Division Dean Use Only

Faculty Comments: _____

Recommend Do not recommend Faculty Signature: _____ Date: _____

Counselor Comments: _____

Recommend Do not recommend Counselor Signature: _____ Date: _____

Dean Comments: _____

Approve Deny Dean Signature: _____ Date: _____

A&R Use Only

Status of petition: No Action Approved Denied No Apportionment

Comments: _____

Action Taken: Posted in Banner Excluded from Apportionment Processed & student notified: _____ Date: _____

INSTRUCTIONS FOR STUDENTS

A **General Student petition** is used for reasons listed below:

- **Carry Excess Load** may be requested if student will exceed max unit count for the semester. Student must meet with a counselor to discuss options and receive a recommendation. Student and counselor signature required.
- **General Appeal** may be requested when the student does not agree with a prior decision on a petition/policy. Explanation and/or relevant documentation required. Student signature required.
- **Add a Class Late (After Census)** may be requested if a student needs to add a class after census date due to verifiable extenuating circumstances (computer error is not considered an extenuating circumstance). Student, Faculty, and Division Dean signatures required.

By signing this form, you acknowledge that you have reviewed our policies regarding your request on our website at www.solano.edu or in the Solano Community College catalog (available online).

After obtaining all required signatures, please submit to the Admissions and Records office for final approval.

Petitions submitted without proper documentation and signatures will be denied.

Please allow two weeks for processing.