

4TH ATTEMPT PETITION REQUEST

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **Attach all required and necessary documentation along with this form by the Filing Period deadlines. Incomplete petitions will NOT be accepted.**

LAST NAME: _____ FIRST NAME: _____ STUDENT ID#: _____

EMAIL: _____ PHONE: _____ DATE: _____

FOURTH ATTEMPT: A student may enroll and receive an evaluative symbol of "D, F, NCR (No Credit) and NP (No Pass)" and/or a non-evaluative symbol of "W" in the **same credit course a maximum of three times**. Title 5 Regulation allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances. **EXTENUATING CIRCUMSTANCES** according to Board Rule 4022.3 B.3, "Extenuating Circumstances may include but aren't limited to: **verified** cases of accidents, illness, military service or other circumstances beyond the control of the student." Refer to the box below indicating the **FILING PERIODS** for each semester.

FALL SEMESTER ► APRIL 1ST TO AUGUST 1ST

WINTER SESSION ► APRIL 1ST TO MAY 31ST

SPRING SEMESTER ► OCTOBER 1ST TO JANUARY 15TH

SUMMER SESSION ► OCTOBER 1ST to DECEMBER 21ST

Provide the following information for the course and semester in which you wish to enroll:

EX ► CLASS NO.: 30035 COURSE TITLE: ANTHR 1 SEMESTER: FALL YEAR: 2019
 CLASS NO.: _____ COURSE TITLE: _____ SEMESTER: _____ YEAR: _____

REQUIRED STEPS & DOCUMENTATION:

STEP 1 ► ON THE FOLLOWING PAGE:

- I. State the reason(s) for **each** substandard grade and/or frequent withdrawal in the course you wish to repeat.
- II. Explain what measures you will attempt to improve your academic performance in this course.

STEP 2 ► DOCUMENTATION:

- III. Attach the **Comprehensive Student Education Plan (SEP)** and any **additional documents** to verify & support your reason(s) for each substandard grade and/or frequent withdrawal as stated in the previous section. **Official documentation is critical to the review and approval process.**

STEP 3 ► SUBMISSION:

- IV. Review all information & be sure documentation is attached & submit to the **Office of Admissions (A-1075)** within the designated **Filing Period**.

PLEASE READ: All Committee decisions are **FINAL**. If approved, admissions and records will register the student into the course or place on the waitlist for the course. Students must obtain permission number(s) from the instructor(s) if this form is being turned in **AFTER** the class has already started.

