



Office Use
Date Rec'd _____
By: _____

INSTRUCTIONS: Please complete all requested information. Explain the extenuating circumstances which you wish to have considered under the "Comments" section on the reverse side of this form. Please attach extra sheets to support your appeal if needed. Attach supporting documentation.

1. Student ID Number	2. Social Security Number	3. Date of Birth	4. Email Address
5. Student's Name – Last, First, MI		6. Maiden or Former Names	
7. Mailing Address: Street		City, State, Zip Code	
9. Student Signature:		8. Telephone Number	
		Work ()	
		Home ()	
		10. Date:	

This appeal is regarding the following course(s): *(Please complete if appropriate)*

Semester	Year	Course Title	Ticket Number	Instructor

Please check option for consideration:

- 1. _____ Withdrawal after the 65% Deadline or "F to W":** This petition category requires you to submit documentation supporting the extenuating circumstances that prevented you from dropping your class (es) on or before the deadline. If approved, your academic record will reflect a "W" to indicate a withdrawal. (**Note:** You must file this petition within **45 days** after the conclusion of the semester during which you were enrolled in the given course.)
- 2. _____ Academic Renewal:** Consult the college catalog for eligibility criteria. Only requests that meet all criteria will be considered.
- 4. _____ Course Repetition:** By law, most courses are not repeatable; however, if you feel that you have a compelling reason for an additional enrollment, please explain on the reverse side. (Special Services students should obtain a Request for Course Repeatability from the DSPS office.)
- 5. _____ Readmission after Dismissal:** On the reverse side of this form, explain reasons why you should be readmitted after being subject to dismissal. Describe the circumstances that have changed in your life that will contribute to your academic improvement. Please attach additional sheets if needed.
- 6. _____ Unit Limit Increase:** Students may request an increase in units after having been limited through the dismissal appeal process in the preceding semester. Proof of successful completion of classes in the preceding semester is required.

