Important: Please complete all information. Except for the request for Academic Renewal, all items require documentation to support the request. The academic items listed below are the only items eligible through this process. Please allow at least two weeks for processing time. Additional time may be required during peak periods.

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

<table>
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<tr>
<th>Semester</th>
<th>Year</th>
<th>Course Title</th>
<th>Ticket Number</th>
<th>Instructor</th>
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Please check option for consideration:

1. **Late withdrawal after the 65% (W) Deadline:** 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. **Military Withdrawal:** Students requesting a late withdrawal due to their call to active military duty must attach a copy of their military orders.

3. **Academic Renewal:** Consult the college catalog for eligibility criteria. Only requests that meet all criteria will be considered. If you attended another institution after Saddleback, please ensure transcripts are on file here.

4. **Course Repetition:** By law, most courses are not repeatable; however, in a very few situations, an exception may be considered. Please check the one that applies to you:

   I. **Significant Lapse of Time:** It has been 3 years since I passed the course AND . . .

   a) Saddleback College has a recency prerequisite for the course or program in which I wish to enroll. (Please attach documentation showing the requirement.)

   b) My transferring institution has an established recency requirement. (Please attach documentation showing the requirement from your transferring institution.)

   c) There has been a significant change in industry or licensure standards AND I need to take the course to maintain employment or licensure. (Please provide proof of change in industry standards and letter from employer.)

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II. **Extenuating Circumstances**

_____ The last (final time) that I took the class, I experienced extenuating circumstances which impacted my grade. (Please attach documentation of your accident, illness, etc. which affected your academic performance.)

III. **Requirement for Continued Paid or Volunteer Employment**

_____ The course I need to repeat is required by statute or regulation as a condition of my continued paid or volunteer employment. (Please provide copy of the statute or regulation and proof of employment.)

IV. **Possible Error**

_____ Upon attempting to register for the course, the system gave me a message stating that I have taken the course the maximum number of times. I believe that is an error.

**Student’s Comments:** (use additional paper if necessary)

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For Office Use Only:

Comments: ______________________________________________________________
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________________________________________________________________________

☐ Approved ☐ Denied ☐ Pending

Dean or Registrar Date

SIS Processing Completed Date Initials

Student notified by: Email ☐ Mail ☐ Phone ☐

Student notified by: ________________ ______________

Office of Admissions and Records

12/12/2013