



Instructions: Please complete all requested information and, where appropriate, attaché the original documentation. Please note that in most cases, your request cannot be processed without supporting documentation. If there are extenuating circumstances that you wish to have considered, please explain under the "Comment" section on the reverse side of this form and attach supporting documentation. You are encouraged to attach extra sheets to support your petition. Please type or print all information legibly. You must provide all information requested and sign and date this petition. The General Petition may not be used for a grade change in which the student received a grade of A, B, C, D, F, Pass, No Pass, Credit, or No Credit. The Grade Change Petition process and its forms must be followed and used.

Student ID: _____ Date of Birth _____ Date _____

Name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Email: _____

Table with 5 columns: Semester(s), Term(s), Years, Course Title(s), Instructor(s), Assigned Grade(s). It contains three empty rows for data entry.

Please indicate actions you wish considered:

- 1. No Show Drop – After the Drop Deadline: This petition is to affirm you did not appropriately drop a course and NEVER attended the class. You received a "W" and are petitioning to have the "W" removed. If you received any other grade (A, B, C, D, F, Pass, No Pass, Credit, No Credit), you must file a Grade Change Petition. Students must make this request within eighteen (18) months after the final day of the term for the affected class.
2. Drop After the "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 date (*Extenuating circumstances are defined as "verified cases of accidents, illnesses or other circumstances beyond the control of the student". Title V, 55758.) If approved, your academic records will reflect a "W" to indicate a withdrawal.
3. Military Withdrawal: This type of withdrawal may be approved beyond the normal grade appeal deadline. A copy of activation or change of duty station orders will be required as documentation. A refund is automatically approved for enrollment fees.
4. Academic Renewal: This is to request a review of a denied Academic Renewal petition. Only requests that meet all criteria can be approved. If this is being submitted based on grades earned at other regionally accredited colleges, you must ensure that El Camino College has received your official transcripts mailed directly from those colleges before this petition is reviewed.
5. Refund of Fees: (Please see the schedule of classes or college catalog regarding refund policies.) A petition for a refund after the deadline will only be accepted due to extenuating circumstances. Documentation of these circumstances must be attached to this form. Examples of documentation include medical statements, employment verifications or news releases of an event, which has affected you directly. If you are requesting a refund of parking fees, your parking permit must be submitted with this form. Additionally, students must attach a Request for Refund of Student Fees form to facilitate the processing of this petition. Students must make this request within eighteen (18) months after the posting of grades for the affected class.

I am requesting a refund for the following item(s):

Enrollment Fees: _____ Non-Resident Fees: _____

6. _____ **Other** (Please specify):

Explain below legibly and provide supporting documentation.

Student Comments: (use additional paper if necessary)

Student's Signature

Date

For use of office of admissions and records only

Received by: _____ Res C Code: _____ Date: _____

Comments to student:

Director or Registrar: _____ () Approved () Denied () Pending

Date _____

Office actions required:

