



SANTA ANA COLLEGE
ADMISSIONS & RECORDS

Student I.D# _____

Received by _____
clerk's initials

PETITION FOR EXCEPTION TO ACADEMIC REGULATION

To the Admissions and Guidance Committee: _____ / _____ / _____
Major Major Code Catalog Year

Student's name Telephone

Street City State Zip

PLEASE OBTAIN SIGNATURE of INSTRUCTOR, COUNSELOR or DIVISION DEAN before submitting petition.
This signature does not necessarily indicate approval of the student's petition.

NOTE: Request for grade changes must be made to the instructor. Instructor must contact the Admissions/Records Office to make the official change.

An **Excused Withdrawal (EW)** after end of class / receiving a grade can only be petitioned for cases of illness, accident, or other circumstances outside the student's control. Verifying documentation shall be required. An EW can only be petitioned for up to 1 year after the class ended. An **EW can impact your Financial Aid / VA benefits**. Please contact the Financial Aid or VRC School Certifying Official if you receive financial aid or benefits before submitting an EW request.

I hereby petition to _____
(state specific request)

(write on reverse side, if necessary)

Reason for request _____

SIGNED BY STUDENT _____ DATE _____

REVIEWED BY: INSTRUCTOR _____ DATE _____

COUNSELOR _____ DATE _____

DIVISION DEAN _____ DATE _____

Comments _____

FOR OFFICE USE ONLY

Action taken _____ Date _____

Student notified _____ Date _____ By _____