



Petition for Waiver of College Regulations

STEP 1: READ the following options carefully and INITIAL the box that applies to your request for waiver of college regulations. Incomplete petitions will not be accepted.

Late Withdrawal

A student may petition for consideration of a late withdrawal after the end of the ninth week of the semester (Fall/Spring) for full semester length classes and after the 60% length of the course for all other courses (including Summer) due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Official documentation supporting the extenuating circumstances is required for consideration of requests for late withdrawals.

TIP: You must explain how the extenuating circumstances prevented you from officially withdrawing from the course(s) by the deadline or from successfully completing the course(s). If you are requesting consideration of one or more, but not all semester courses, be sure to explain how the extenuating circumstances only affected the course(s) being requested.

Late Pass/No Pass Grading

A student may petition for consideration of a late pass/no pass grading option after the end of the fifth week of the semester (Fall/Spring) for full semester length classes and after the 30% length of the course for all other courses (including Summer) due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Official documentation supporting the extenuating circumstances is required for consideration of requests for late pass/no pass grading. Additionally, you must attach the completed Pass/No Pass Petition signed by the instructor.

TIP: You must explain how the extenuating circumstances prevented you from submitting your petition for pass/no pass grading by the stated deadline.

Late Refund

A student may petition for consideration of a refund after the end of the second week of the semester (Fall/Spring) for full semester length classes and after the 10% length of the course for all other courses (including Summer) due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Official documentation supporting the extenuating circumstances is required for consideration of requests for late refunds. Additionally, you must attach the completed Refund Request Form available at www.sbccc.edu/forms.

TIP: You must explain how the extenuating circumstances prevented you from dropping the course(s) prior to the deadline for drop with refund.

Extend Incomplete Contract

A student may petition for consideration to extend the expiration date of an existing Incomplete Contract due to extenuating circumstances (extension not to exceed beyond 1 year). Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Instructor approval AND official documentation supporting the extenuating circumstances is required for consideration of requests to extend the expiration date of an existing Incomplete Contract.

TIP: You must explain how the extenuating circumstances prevented you from completing the terms of the Incomplete Contract by the expiration date.

Other

Specifically state the nature of your request and the extenuating circumstances that have resulted in your request for waiver of college regulations. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student

Official documentation supporting the extenuating circumstances is required for consideration of most Petitions for Waiver of College Regulations.

STEP 2: Complete the petition on the next page.

- a. Personal Information
- b. Semester/Course/CRN specific information
- c. Write your personal statement detailing your request and the extenuating circumstances
- d. Attach official documentation supporting your request
- e. Submit your completed petition to Admissions & Records:
 - In person at Admissions & Records, window 5
 - By fax to (805) 962-0497
 - By mail to SBCC/Admissions & Records, ATTN: Scholastic Standards Committee, 721 Cliff Dr., Santa Barbara, CA 93109.

STEP 3: Your completed Petition for Waiver of College Regulations will be processed and prepared for review by the Scholastic Standards Committee. Incomplete petitions will be returned with no action taken. You will be notified with the committee's decision by mail to the address listed on your Petition for Waiver of College Regulations.

Additional Information:

Per SBCC Board Policy 5044, only requests for courses attempted within the last 3 years can be considered.

Grade changes from a lower to higher grade must be initiated by the instructor. If you feel an error has been made in the calculation of your grade, please discuss your grade with your instructor. If your instructor is no longer teaching at SBCC or is on sabbatical, you are encouraged to meet with the Department Chairperson.

Separate petitions are required for the following and are available at www.sbcc.edu/forms :

- Academic Renewal
- Course Repetition
- Late Add Petitions
- Substitution/Waiver of Graduation Requirements
- Time Conflicts



SANTA BARBARA CITY COLLEGE

Petition for Waiver of College Regulations

SBCC I.D. K _____

If unknown, include your date of birth (mm/dd/yyyy) _____

Date _____

Semester _____

Course _____

CRN _____

Instructor _____

Request:

Late Withdrawal

Late P/NP

Late Refund

Extend INC

Other _____

Name (as it appears on your official records)	
Address	
City/State	Zip Code

Telephone Number () _____

SBCC Pipeline Email _____@pipeline.sbccc.edu

The following information must be submitted:

- 1. Personal statement explaining the extenuating circumstances that require you to request a waiver of college regulations.**
- 2. Official documentation supporting the extenuating circumstances referenced in your personal statement.**

Per SBCC Board Policy 5044, only requests for courses attempted within the last 3 years can be considered.

Personal Statement (attach separate sheet if necessary). Be sure to include specific information related to your request including dates and details of the situation that led to the need for you to request a waiver of college regulations.

FOR OFFICE USE	ACTION
Approved _____	Notified _____
Denied _____	Scholastic Standards _____
3-Year Time Limit Elapsed _____	Instructor Information _____
No Action/Insufficient Information	Other _____
Comments:	

HISTORY _____	