



**ADMISSIONS & RECORDS OFFICE**

1900 Pico Blvd. ♦ Santa Monica, CA 90405 ♦ Phone: 310-434-4380 ♦ Fax: 310-434-3645

**PETITION FOR SPECIAL CONSIDERATION**

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Rcvd by & Date
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Last Name:	First Name:	ID Number:	<b>Deadlines for Removal of W and Refund of Fees</b>
Phone:		Email:	
Financial Aid Recipient: <input type="checkbox"/> No <input type="checkbox"/> Yes*			Extensions will not be granted
*As a financial aid recipient I understand that if this request is granted it may impact the financial aid received for this term and/or any future term if the standards of academic progress are not met. I assume all responsibility for adverse consequences.			<b>Courses Taken</b>
			<b>Deadline</b>
			Summer
			November 30
			Fall
			April 30
			Winter
			May 30
			Spring
			October 30

**My petition impacts this course:**

Term	Year	Course	Section	Instructor
<input type="checkbox"/> Summer <input type="checkbox"/> Winter				
<input type="checkbox"/> Fall <input type="checkbox"/> Spring				

**Action requested:**

<input type="checkbox"/> Removal of W**	<input type="checkbox"/> Refund of Fees***	<input type="checkbox"/> Residency Appeal	<input type="checkbox"/> Other:
**Requests to Remove a W from your transcript and Refund of Fees will be considered only for instances when you stopped attending the class prior to the W deadline and Refund deadline, respectively, for the class. If you attended the class after the deadline, your request will be denied. A statement and signature from the instructor is required. Provide this completed form to your instructor. The form must be returned to Admissions & Records directly by the instructor.			

**What reasons justify your request (Required)? Describe pertinent information, including dates, courses, etc. If this is a Residency Appeal, what new information are you providing to justify the appeal? Attach a new sheet as needed.**

<b>Student Certification</b>	I have fully read the instructions on this form and have ensured I meet the conditions outlined. I certify under penalty of perjury that all information and documentation provided in support of my Petition for Special Consideration is legitimate and accurate. I have read the instructions provided on this form.	
	Signature	Date

**For Instructor Use Only**

Professor: Please complete this section of the petition and return it via campus mail directly to Admissions & Records. Do not return to student.

<input type="checkbox"/> Student did not attend/participate in course	<input type="checkbox"/> Student attended/participated in course
<b>Last date of Attendance:</b>	
Comment:	
Instructor Name & Signature:	Date:

**For Admissions & Records Use Only**

<input type="checkbox"/> Approved	Comment	Authorized Signature
<input type="checkbox"/> Not Approved		
<input type="checkbox"/> Need further information		

# INSTRUCTIONS FOR PETITION FOR SPECIAL CONSIDERATION

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This form may be used to petition for the removal of a W in a course, the refund of tuition/fees, a residency appeal, or for a general appeal of a regulation that the Admissions & Records Office oversees. All appeals are subject to review of pertinent documentation and adherence to procedures specified and applicable Administrative Regulations and California Education Code. Failure to adhere to instructions will result in denial of petition. Read carefully.

**Timeline to Review:** all petitions will be reviewed by the Admissions & Records Appeals Committee in the order received. The estimated turn-around is 4-8 weeks, provided all documentation has been provided.

**Extenuating Circumstances:** a Petition for Special Consideration will be reviewed when written documentation is provided verifying the extenuating circumstances the student believes impacted their ability to withdraw on time, for example. Extenuating circumstances are defined as: institutional error, serious accident, incarceration, hospitalization during the impacted period, etc.

**Documentation:** provide any documentation relevant to your request. Petitions submitted without backup documentation will likely be denied. Include things like verifiable medical documentation.

If requesting the removal of a W or of a refund of fees, the petition must be provided to the instructor to verify non-attendance/nonparticipation in the class prior to the relevant class deadlines. Once you complete the petition and attach the proper documents, please give the entire packet to the instructor who will return it to Admissions & Records.

**Communication Concerning the Appeals:** all communications and decisions concerning the petition will be sent to the student's SMC email address.

### **Examples of instances when the petition will be denied:**

- You attended or participated in the class past the Withdrawal or Refund deadline.
- Grade dissatisfaction or impact on future goals: Grades assigned by faculty are considered final, in the absence of mistake, fraud, incompetence, and bad faith.
- You have a medical condition and want to remove/change a grade or withdraw from a course. Medical withdrawal is not currently recognized under California Education Code. Thus Admissions cannot grant you one. However, you are permitted to withdraw with a "W." If you need to withdraw past the withdrawal deadline, you may submit the Petition for Late Withdrawal.
- Your education goal has changed and no longer need the class.
- You fell behind in class.
- Your residency application was not approved, so you want a refund or a withdrawal once the deadlines have passed.