STUDENT PETITION REQUEST FOR SPECIAL CONSIDERATION

Instructions

This form should be used to request special consideration with regard to a stated Santa Monica College policy (see the SMC catalog). If applicable, all attempts to resolve the issue should initially be addressed with (1) the instructor, (2) the Department Chair and (3) the Ombudsperson, prior to submitting a petition.

Petitions are reviewed weekly by the Admissions & Records Appeals Committee. You will be notified by email of the decision made by the Committee. Please allow 2 - 3 weeks to receive notification. Please be sure to provide complete and accurate contact information on this form, so that we can notify you in a timely manner.

For questions about timelines or notification, please call (310) 434-4463.

Nature of Your Request
State both the Santa Monica College policy you are requesting consideration for and the remedy you suggest.

Explanation
Please be thorough. PROPER DOCUMENTATION MUST BE INCLUDED.

PLEASE DO NOT SUBMIT THIS FORM IF:

- You did not understand deadlines and/or no one explained them to you.
- You missed the deadline (1) for a refund, (2) to avoid a "W", (3) to apply/rescind Pass/No Pass, (4) for a guaranteed "W", (5) to drop with instructor approval—UNLESS you can provide support documentation for an extenuating circumstance.
- You missed the deadline to withdraw and want a refund, because (1) the class is too difficult, (2) you do not like the instructor, (3) the instructor provides poor instruction or (4) you did not complete the class.
- You want a grade changed/removed because of a poor grade and want to improve your GPA and/or your transcript.
- You want to withdraw, because you are not doing well in class.
- You want the registration fees waived/refunded, because you cannot afford to attend.
- You could not withdraw from class, because your computer crashed or there was a system malfunction.
- You have a medical condition and want to remove/change a grade or withdraw from a course (unless you have appropriate medical documentation for the petition to be considered and the petition includes ALL COURSES).
- You no longer need the class for a requirement.
- You fell behind in class, because of your job.
- Your residency application was not approved, so you want a refund or a withdrawal.
- You are requesting Academic Renewal. Please contact Counseling.

*IN CASES OF NON-ATTENDANCE, DOCUMENTED PROOF OF NON-ATTENDANCE FROM THE INSTRUCTOR IS REQUIRED. The instructor must provide the Admissions & Records Office with documentation that you never attended class. Have the instructor complete and submit the form to Admissions & Records Office.

NOTE: Grades assigned by faculty are considered final. Students who wish to appeal a grade must file a formal appeal by October 30 for Spring semester grades, November 30 for Summer session grades, April 30 for Fall semester grades and May 30 for Winter session grades. NO EXCEPTIONS. (See the SMC catalog.)

I read the instructions above and feel that my petition fits the criteria for extenuating circumstances.

Student’s Signature: ___________________________________________ Date: ____________________

Revised 01/2016
PETITION FOR SPECIAL CONSIDERATION
STUDENT REQUEST
SMC Office of Admissions and Records

Note: A Petition for Special Consideration will be considered when written documentation is provided verifying the extenuating circumstance. **Extenuating circumstance is defined as:** institutional error, medical emergency, accident, incarceration, work conflicts or other explanation that occurred only after the last day for a student-initiated withdrawal (after 75% of the term.)

PLEASE PRINT CLEARLY. ALLOW 2 – 3 WEEKS FOR REVIEW PROCESS AND NOTIFICATION

LAST NAME: __________________________ FIRST NAME: __________________________ MI: ______________________
STUDENT ID: __________________________ PHONE No.: __________________________ DATE: ______________________

**Santa Monica College email account will be the official form of communication**

Please read carefully and initial where indicated:

☐ I am a financial aid recipient and 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 am not a financial aid recipient.

COURSE INFORMATION: SEMESTER/SECTION: ☐ WINTER 20____ ☐ SPRING 20____ ☐ SUMMER 20____ ☐ FALL 20____
COURSE: __________________________ SECTION NO.: __________________________
INSTRUCTOR NAME: __________________________
ACTION REQUESTED: ☐ W REMOVED ☐ REFUND ☐ OTHER ☐
HOW MANY PETITIONS WILL YOU BE SUBMITTING? __________________________
☐ I UNDERSTAND EACH COURSE REQUIRES A SEPARATE PETITION

REASON FOR SPECIAL CONSIDERATION
What action are you requesting and why should your request be approved?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT SIGNATURE __________________________

INSTRUCTOR ACTION: DO NOT RETURN THE PETITION TO THE STUDENT.
Instructor must submit the original form to Admissions & Records Office. Admissions & Records may request attendance rosters to comply with Title V Section 58004 and to assist in processing the petition requests.

ATTENTION: Submission of attendance roster does not apply to online courses.

☐ STUDENT NEVER ATTENDED CLASS ☐ STUDENT ATTENDED CLASS LAST DATE ATTENDED: ______________________
INSTRUCTOR COMMENTS (REQUIRED): __________________________

INSTRUCTOR SIGNATURE: __________________________ Date: __________________________

ADMISSIONS & RECORDS OFFICE ACTION ☐ APPROVED ☐ DENIED
DESIGNEE, ENROLLMENT SERVICES: __________________________ Date: __________________________

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