

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.)

Petitions are reviewed weekly by the Admissions and Records Appeals Committee. You will be notified by mail 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 all questions about timelines or notification please call (310) 434-4463 or (310) 434-4502.

Nature of Your Request

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

Explanation

Please be complete. PROPER DOCUMENTATION MUST BE INCLUDED.

PLEASE DO NOT SUBMIT THIS FORM IF:

- You did not understand about 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 for this.)

***IN CASES OF NON-ATTENDANCE, DOCUMENTED PROOF OF NON-ATTENDANCE FROM THE INSTRUCTOR IS REQUIRED.** The instructor must provide the Admissions Office with documentation (an attendance roster) that you never attended class. (Contact the instructor and have the instructor email Angela Muñoz munoz_angela@smc.edu and Rosie Kato kato_rosie@smc.edu.) **A COPY OF THE E-MAIL REQUEST TO THE INSTRUCTOR MUST BE ATTACHED.**

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 sessions 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: _____



**STUDENT PETITION
REQUEST FOR SPECIAL CONSIDERATION
SMC Office of Admissions and Records**

Checked by: _____

Date: _____

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THE FORM.

PLEASE PRINT CLEARLY

Date _____

SMC ID # _____

Name _____
Last First Middle

Date of Birth _____ / _____ / _____

Phone Number (_____) _____ - _____

Address _____

City _____ State _____ Zip _____

Email _____@STUDENT.SMC.EDU

For Office Use Only:

_____ Approved: Further Instructions

_____ Denied: Remarks

Course _____ Section Number _____ Semester/Year _____

Briefly state the nature of your request and be specific. _____

What action are you requesting and why should your request be approved? _____

Student's Signature _____