

Santa Rosa Junior College Admissions, Records & Enrollment Development Office
PETITION GUIDELINES – Accepting/Reviewing Petitions at the Front Counter

Please note that submitting a petition with requested documentation and signatures does not guarantee an approval. Deadline dates are mandated by Title 5 State Education Code and must be adhered to by Santa Rosa Junior College.

<u>Type of Petition Waiver Request</u>	<u>Accepting/Reviewing Petitions at the Front Counter**</u>
Add/Register Late	Student's statement of extenuating circumstances* which prevented timely enrollment AND Instructor's signature with <u>first and last</u> dates of attendance, with a make-up plan for missed time and work if the 1 st date of attendance is after 1 st census - as per Title 5 - 58030
Conflicting Class	Student's statement of need for conflicting class AND Instructor's signature (of class missed) required and instructor must indicate exactly how missed time will be made up in the instructor's review box as per Title 5 - 58030.
CR/NC or (CR/NC reversed)	Not accepted after 30% of class unless student has documentation of extenuating circumstances* as per Title 5 - 55752
CR/NC (over 3 or 12 units limits)	Student's statement required. SRJC Policy 3.10
Drop <u>with</u> "W"	After deadline date, not accepted unless student has Instructor's signature and documentation of extenuating circumstances,* as per Title 5 - 55758, State Ed. Code 58004
Drop <u>without</u> "W" (Current semester only)	After deadline date, not accepted unless student has Instructor's signature and documentation of extenuating circumstances,* as per Title 5 - 55758, State Ed. Code 58004.
High School Concurrent Enrollment Student (over unit limit - 5.5 units for Summer and 11 units for Semester)	Student statement required; High School Principal and Counselor signature and support required. Also letter of support on school letterhead indicating evidence of ability to succeed over the unit limit and a high school grade report.
Military Withdrawal	Needs documentation of "call to active duty" as per Title 5 - 55758
International Student Fee Waiver	Documented economic hardship required as per State Ed. Code Section 76140.
Readmits (on dismissal status)	Student statement required; Counselor's support/signature required and copy of Approved Study Program required, as per Title 5 - 55756. Note: If enrolled in Coun. 56 or completed three units of "C" or better, petition not needed.
Refund (early)	Student's statement of need required and verification that student has dropped before deadline , as per Title 5 - 58508.
Repeats	Student's statement of extenuating circumstances* which require the class to be repeated with documentation required, and instructor's support/signature required as per Title 5 - 58161.
Repeats (Learning Disabled)	Student's statement and Disability Resources Dept. support/signature required.
Units Load (over 20 units)	Student's statement, evidence of a GPA that is 3.0 or higher and SRJC counselor's support/signature required as per SRJC Policy 8.1.7

• **Extenuating Circumstances with official documentation = Accident or serious illness documented with a doctor's letter and/or accident report.**

** You may request a Petition to Waive College Regulations at the Admissions & Records counter if you believe you meet the above stated criteria.

You may fax to: 707-527-4798 OR Mail to : Admissions & Records, 1501 Mendocino Ave., Santa Rosa CA 94501