

HELP US HELP YOU!

PLEASE READ THIS ENTIRE DOCUMENT BEFORE SUBMITTING YOUR PETITION.

- ◆ Please make sure the name and address area of your petition is completely and clearly filled out. This is how we will notify you.
- ◆ Make sure your petition states clearly exactly what it is you are hoping to accomplish. Many petitions are unnecessarily delayed because we don't understand what you have written.

Thank you!

REFUNDS

Title V, Section 58508, of the California Administrative Code does not permit refunds for class withdrawals made after the first two weeks of instruction for a full-term class. Short-term classes have a refund period of 10% of the total class meeting, **(which is often the first day of instruction)**.

Refunds are not authorized for withdrawals after that point. **Exception:** Active or reserve military personnel who have military orders may petition for a refund unless credit has been awarded.

COURSE REPETITION

You do not need to petition if you received a substandard grade (D, F, NC) in a class you wish to repeat. When a course with a substandard grade is repeated, the second grade will be calculated in the G.P.A. and the first grade will be ignored.

Substandard grades (D and F) will not be removed from the G.P.A. calculation if you repeat the course and request the Credit/No Credit grading option.

When a passing grade has been assigned, petition for course repetition may be considered only under special circumstances and only if a significant length of time has passed since the class was originally taken. **Be aware**, however, that if a satisfactory grade was assigned, the first grade assigned will be calculated in the G.P.A. and the second will be ignored.

ACADEMIC RENEWAL

To be eligible:

1. Two years must have passed since the substandard work was completed.
2. Twenty-four subsequent units must have been completed with a 2.5 G.P.A.

Note: Only substandard work (below C) may be considered for Academic Renewal.

CREDIT FOR CLEP/AP

Original copies of test scores must be submitted with the student petition. You may request your scores be sent to Southwestern College by writing: The College Board, SAT Program, Princeton, NJ 08541.

PETITION TO TAKE MORE THAN 19 UNITS

Only students who can demonstrate academic good standing (2.0 G.P.A. or higher) will be considered for enrollment in more than 19 units.

1. If you have not completed classes at Southwestern College, attach transcripts from last school attended.
2. Indicate on your petition the classes you plan to enroll in.
3. It is not necessary to petition if the class you are enrolling in is Credit by Exam.

WITHDRAWAL AFTER DEADLINE (FULL-TERM CLASSES)

Students with emergency situations requiring long-term withdrawal from the college may be eligible for withdrawal after the deadline on a case-by-case basis. Documentation supporting the emergency must be submitted with the petition (i.e., Military orders, doctor's verification, etc.)

MILITARY WITHDRAWALS: Military orders for reassignment must be submitted with petition.

Grade Assignments are as follows:

- ◆ **Withdrawal during week 5-18:** ◆ Withdrawal recorded as a W.
- ◆ **Withdrawal during week 12-16:** ◆ Incomplete grade may be assigned if mutually agreed upon by student and instructor. The incomplete will not revert to a punitive grade should the class not be completed.
- ◆ **Withdrawal during week 15-18** ◆ With the instructor's approval, an early final may be given and a grade assigned.
- ◆ **Leave of absence:** ◆ May be granted if approved by the instructor, with work assigned to be completed during the absence.

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To request this document in alternate format, contact Disability Support Services at 619 482-6512 or TTY 619 482-6470



Student Petition

Admissions Center
900 Otay Lakes Road
Chula Vista, CA 91910

(619) 482-6550
(619) 482-6489 (fax)

PLEASE PRINT

Name		Semester/Session & Year:
Address		SWC ID#
City		Date of Birth
State	Zip	Your SWC Counselor:
Your Telephone #: ()		

I hereby petition for the following: (Please check one)

<input type="checkbox"/>	Academic Renewal – Two years must have passed and you must have completed a minimum of 24 subsequent units with a 2.5 GPA. You must include a transcript from other colleges if course work from there is to be considered.
<input type="checkbox"/>	CLEP (College Level Exam Program), AP (Advanced Placement), IB (International Baccalaureate) – Must attached official scores from the College Board. High School transcript is not acceptable.
<input type="checkbox"/>	Course Repetition – Title V of the California Administrative Code does not permit repetition of a class when a satisfactory grade has been assigned. Please indicate why you are requesting to repeat this particular class.
<input type="checkbox"/>	Graduation Requirement – Health Education, Exercise Science, Computer Literacy (other than major) – these requirements are not waived. If you have fulfilled a requirement through another means you must attach documentation.
<input type="checkbox"/>	Health Fee Waiver – All students are required to pay this fee – unless they depend exclusively upon prayer for healing according to the teaching of a bona fide religious group. Documentation must be attached.
<input type="checkbox"/>	High School Special – Request to enroll in more than 6 units. High School transcripts must be attached.
<input type="checkbox"/>	Late Add – must have been attending since the beginning of the term. Please provide a late add form with certification from instructor. If approved you will be automatically added to the class and responsible for all fees.
<input type="checkbox"/>	More than 19 Units – Must be an above average (2.5 GPA or above) student to be considered.
<input type="checkbox"/>	Refund after Deadline – Title V of the California Administrative code does not permit refunds for classes dropped after the second week for full semester classes – or after the 10% point of actual class meeting days for less than full semester classes. Exception: Military personnel called to active duty – orders must be attached.
<input type="checkbox"/>	Refund for Parking – Parking Permit must be attached to petition.
<input type="checkbox"/>	Other (please specify below)
<input type="checkbox"/>	Petition Appeal - I wish to appeal decision on previous petition. Submit a copy of denied petition and indicate reason you wish to appeal the decision.

Reason for Submitted Petition

(State specifically facts or circumstances which, in your own opinion, should be considered by the committee. If you have back up documentation, please attach to petition. If you need additional space please attach your comments on another piece of paper)

Student Signature _____ Date _____ 20____

Do not write below this line.

Recommendations of the Petition's Committee:

ف Approved
 1 Denied
 1 Date Student Notified:
 Initials _____

Please read Comment / Reason # _____
 on the reverse side of this form.

Petition's Committee Chairman: _____ Date: _____

Entered OnLine: _____ White: Student File Yellow: Student Copy (To be mailed) Pink: Student copy upon submitting petition

Southwestern College Petition Review Committee

The purpose of the petitions committee is to review requests from students for exceptional action. Determination is based on regulations set forth in Title V of the California Administrative Code, the California Education Code, and Southwestern College Policy

Committee Comments / Decision

1. Title V of the California Administrative Code does not permit refunds for classes dropped after the second week of a full semester classes or after the 10% point of actual class meeting days for short term classes. This deadline is established by state regulation and cannot be waived by the committee. (Regardless of when you process the add for the class)
2. Your account has been credited. Any refund due you will be mailed.
3. Title V of the California Administrative Code does not permit repetition of course when a satisfactory grade has been assigned.
4. Your record indicates you are not eligible for Academic Renewal. Please review the criteria as stated in the college catalog.
5. Academic Renewal approved. Units and grade points removed from GPA calculation in accordance with Title V regulations.
6. Only substandard grades can be considered for Academic Renewal.
7. Once a grade has been assigned – only the instructor of record may change that grade. College policy states that all changes to grades must be made within one year of the date assigned.
8. Title V of the California Administrative Code requires a “W” grade be assigned to any student attending past the 30% point of the term.
9. You have been added to the class and are responsible for all applicable fees.
10. Recommend you meet with an Academic Counselor to assist you in achieving your academic goals.
11. Request cannot be considered without proper documentation. Please provide documentation to support your statements and re-submit your petition.
12. A “W” grade cannot be removed from your record. Title V of the California Administrative Code requires a “W” grade be assigned to any student attending past the 30% point of the term – regardless of the reason for withdrawal.
13. Title V of the California Administrative Code requires a letter grade be assigned to any student attending past the 75% of the term or an earlier deadline as determined by College policy.