STUDENT PETITION INFORMATION

Admissions Center ~ 900 Otay Lakes Road ~ Chula Vista, CA 91910 ~ (619) 482-6550
www.swccd.edu

PLEASE READ THIS ENTIRE DOCUMENT BEFORE SUBMITTING YOUR PETITION.

Make sure to:

- Print your name, id number and email address clearly.
- State clearly exactly what it is you are hoping to accomplish. Many petitions are delayed because the request is unclear or missing supporting documentation.

ACADEMIC RENEWAL - ELIGIBILITY REQUIREMENTS — ADMISSIONS

Only substandard work (D, F, NC or NP) taken at Southwestern College may be considered for elimination in computation of the GPA as follows:

- Any 9 units
- One complete semester = 24 units total
- Two complete semesters= 24 units total

To be eligible for Academic Renewal, you must meet all requirements:

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.

Official transcripts of all academic work must be on file in Admissions at the time of request. Academic Renewal will be granted only once at Southwestern College. Decisions are irreversible and permanent.

CREDIT FOR AP/ CLEP — EVALUATIONS

Make sure your test scores are on file in Admissions at Southwestern College. Your test scores must be mailed from the College Board directly to Southwestern College, Admissions. Contact the College Board at:

(888) 308-0013 for AP scores OR (800) 257-9558 for CLEP scores

Or visit them on the web at: **www. collegeboard.org**

MORE THAN 19 UNITS — COUNSELING

Only students who can demonstrate academic good standing (2.5 GPA 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 all classes you plan to enroll in.
3. Submit the petition to Counseling.

It is not necessary to petition if the class you are in need of is thru Challenge by Exam.

REFUNDS

CASHIER'S

Refunds are only issued for courses dropped before or by the end of the second calendar week (Saturday) of the semester for full-term classes. Refunds are not issued for drops after the second calendar week of instruction regardless of when the class was added. Short term classes have a refund period of 10% of the actual class meeting days which in many cases is the first day of class.

Exception: Active or reserve military personnel who have military orders may petition for a refund beyond the deadline unless credit has been awarded. Reference: Title V, Section 58508 of the California Administrative Code.

WITHDRAWAL AFTER DEADLINE – (FULL TERM CLASSES)

ADMISSIONS

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 (example: Military orders, doctor's verification, etc.)

Military Withdrawals:

Any student who is a member of an active or reserve United States military service, and who has withdrawn from courses due to military orders, may file a petition requesting a refund. The district shall refund the entire fee unless academic credit has been awarded.

In addition, military withdrawals with documentation are not posted for students withdrawing during the first three weeks. Withdrawals after the third week are recorded as "MW" for military withdrawal on the permanent record. Military withdrawals shall not be counted in progress probation and dismissal calculations.

Please request all official transcripts and scores to be mailed to:

Southwestern College
ATT: Admissions & Records
900 Otay Lakes Road
Chula Vista, CA 91910

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PLEASE PRINT CLEARLY – **RESPONSES WILL BE SENT BY EMAIL**

Name	Semester/Session & Year
SWC ID#	Your Telephone # ( )
Email Address	SWC Counselor

I HEREBY PETITION FOR THE FOLLOWING: (PLEASE FILL OUT ONE PETITION PER REQUEST)

	Academic Renewal – Two years must have passed with a minimum of 24 subsequent units and a 2.5 GPA. Official transcripts from all colleges attended must be on file in Admissions.
	CLEP (College Level Exam Program), AP (Advanced Placement), IB (International Baccalaureate) – Official scores from the College Board must be on file.
	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.
	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.
	High School Special – Request to enroll in more than 6 units. High School transcripts must be attached.
	More than 19 Units – Must be an above average (2.5 GPA or above) student to be considered.
	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.
	Student Center - $1.00 per unit. $10.00 maximum charged per academic year. AFDC, SSI or General Relief students are exempt. Attach supporting documentation for waiver of the Student Center Fee.
	COTOP – Outstanding debt owed to Southwestern College sent to Collections. Include in writing your explanation and attach the proper documentation for review.
	Other (please specify below) -
	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, and attach supporting documentation.

Reason for Submitted Petition
Please 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, and 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:
_____Approved
_____ Denied
_____ Other
Initials_____

Petition's Committee Chairman: _____ Date: _____