

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.

COURSE REPETITION

ADMISSIONS

Students may not register for a class in which a passing grade has previously been received, or the maximum number of three course enrollments with D, F, NC, NP or W grades has been completed.

Students may petition to repeat a course in which a passing grade of "C" or higher was earned if either of the following has been met:

- A significant lapse of three or more years has passed
- The class is required to meet legally mandated training such as Certified Nursing, Emergency Medical or Paramedic Training

Substandard grades and/or Withdrawals:

Students may enroll in a course a total of three times with any combination of the following grades: D, F, NC, NP or W. Students with extenuating circumstances may petition to enroll a fourth time if documentation can be provided. Extenuating circumstances include verified cases of accident, illness or other situation beyond the student's control.

Course repetition is allowed without petition for:

- Activity, performance, and/or studio art courses.
- Courses designated as AB may be taken twice, ABC may be taken three times, and ABCD may be taken four times.

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 enrolling in is Credit 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



STUDENT PETITION

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

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 other colleges must be on file as evidence the requirements have been met.
	CLEP (College Level Exam Program), AP (Advanced Placement), IB (International Baccalaureate) – Official scores from the College Board must be on file.
	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 the class you are requesting to repeat and the reason for repeating it.
	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.
	Refund for Parking – Parking Permit must be attached to petition.
	Student Center -
	COTOP -
	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: _____