

Instructions: In this petition, you are asking for an exception to college policy and/or state law. Typically, a student must demonstrate that Extenuating Circumstances (documented cases of accidents, illnesses or other circumstances beyond your control) existed.

These are significant academic exceptions. Please complete all requested information, explain in detail your reasons for requesting an exception and attach supporting documentation. In most cases, petitions submitted without supporting documentation cannot be approved. If you need additional space, attach extra sheets to support your petition. Please type or print all information legibly as incomplete and illegible petitions will not be approved.

IVC Student ID #: _____ Date of Birth: _____ Date: _____

Student's Name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ @ _____ Daytime/Cell Phone: _____

Term	Year	Course Title	Section Number
<i>Example: Spring</i>	<i>2019</i>	<i>MATH 3A</i>	<i>60225</i>

Please indicate the exception you are requesting be considered:

- Add After the Deadline:** Add deadlines are set to comply with state law (*California Code of Regulations, Title 5, §58010*), and students are expected to observe these deadlines. Be specific as to the reasons why you did not add your class by the deadline and why your circumstances warrant an exception.
- Withdrawal After the Deadline:** Officially dropping or withdrawing from a class is the student's responsibility. This petition category permits you to request a retroactive withdrawal which can only be considered in the event extenuating circumstances existed which prevented you from dropping or withdrawing in a timely manner. Extenuating circumstances are defined as "verified cases of accidents, illnesses or other circumstances beyond the control of the student". (*California Code of Regulations, Title 5, § 55024.a.2.*) Therefore, for your petition to be considered, you must submit documentation supporting your extenuating circumstances.
- Military Withdrawal:** A Military Withdrawal may be granted when a student receives compulsory military orders which make completing a class impractical or impossible. A copy of activation or change of duty station orders will be required as documentation. A refund is automatically approved for enrollment fees. (*California Code of Regulations, Title 5, §55024.d*)
- Excused Withdrawal:** (For semester fall 2018 and later only) An Excused Withdrawal may be granted when a student experiences events beyond their control which make completing a class impractical or impossible. For example, job transfer, illness, immigration action, etc. (*California Code of Regulations, Title 5, §55024.e*)
- Refund of Fees:** (Please see the schedule of classes or college catalog regarding refund policies.) Payment of the basic enrollment fee is required pursuant to Education Code § 76300. Additionally, once the term begins, it is presumed the student has accepted the benefit of instruction from the college and has incurred a debt. Refunds of parking fees must be requested from Irvine Valley College Police Department. (*California Code of Regulations, Title 5, § 55204 & 58508*)
- Extension of Incomplete:** Application for an extension of Incomplete ("I") grade is made through the Office of Admissions and Records. However, final approval for extending the "I" lies with the course instructor. (*California Code of Regulations, Title 5, § 55023*)
- Increase Unit Limitation:** This is used to request consideration for an increase in unit limitation for students who have been readmitted after dismissal or who were retained and not dismissed. The unit limit may only be increased after a semester or summer session has been completed successfully.

8. **Other:** (Please specify) _____
Explain below and provide supporting documentation.

Student Comments: (use additional paper if necessary)

Signature: _____ **Date:** _____

For Use by Office of Admissions and Records Only

Received by: _____ Date: _____

Comments to student:

Dean or Registrar: _____ Date _____ Approved Denied Pending

Office actions required: