



Extenuating Circumstance Petition

STUDENT INFORMATION	
CWID:	Name:
Email Address:	

This petition is a formal request for an exception to or waiver of college procedures. Extenuating circumstances are verified cases of illness, accident or other circumstances beyond your control. State your extenuating circumstances in as much detail and as clearly as possible. Attach evidence to support your request.

Petitions with insufficient information, explanations or documentation will be denied.

Petition Request – Specify below by checking:

Late Withdrawal (Requires Instructor Signature)

Other Circumstances

Quarter/Year

Course Title(s)/CRN(s)

STUDENT EXPLANATION:

ATTACH DOCUMENTATION TO SUPPORT PETITION

STUDENT SIGNATURE DATE

INSTRUCTOR COMMENTS: (Please indicate attendance, performance, and ability to complete this course).

CRN _____ Section No _____ Course Title _____ Instructor _____

INSTRUCTOR SIGNATURE DATE

OFFICE USE ONLY	
Date form Reviewed	Email Notification sent by/date
Comments:	