

## General Petition

**INSTRUCTIONS:** This form is to be completed by students seeking an exception to one of the Registration & Enrollment Services Policies below – see page #2 of this form for specific instructions for each request.

Student Name: \_\_\_\_\_

CCC Student ID/CometID: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

CCC Student Email: \_\_\_\_\_

Petition Semester/Year: \_\_\_ FALL \_\_\_ SPRING \_\_\_ SUMMER Year \_\_\_\_\_

### Request for Exception

\_\_\_ **Academic Probation or Suspension**

Maximum 12 credit hours for probation; 6 for suspension.

Complete the course section below; **Advisor signature required.**

Current GPA: \_\_\_\_\_

\_\_\_ **Credit hour overload**

Maximum 18 credit hours Fall/Spring; 12 credit hours Summer.

Complete the course section below; **Advisor signature required.**

Total credit hours requested: \_\_\_\_\_

Current GPA: \_\_\_\_\_

\_\_\_ **Late Add/Drop/Withdraw**

Course CRN: \_\_\_\_\_ Course Subject/Number: \_\_\_\_\_

**Supporting documentation required** – see page #2 of this form for required documentation.

Complete the course section below; **Instructor signature required.**

### Course Section

Add	Drop/ Withdraw	CRN	Course Subject ie. ENG	Course Number ie. 101	Credit Hours	Instructor Signature (if required)	Last date of attendance

### Signature(s)

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

My signature verifies that I have reviewed and understand the policies associated with enrolling at CCC and registering for courses and that I have consulted with an academic advisor (in the case of academic probation/suspension or credit overload).

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*This form will only be accepted when complete, all required documentation is attached, and is submitted by the student.\*\***

RES Office Use Only		
Approved	Denied	Registrar or designee signature:
Processed by:		
Notes:		

## INSTRUCTIONS – Request an Exception to Policy

### Academic Probation or Suspension

CCC Academic Progress procedure [303-12](#) states that students on academic probation or suspension must meet with an advisor prior to registration of future coursework.

1. Student makes an [appointment](#) to meet with an Academic Advisor at least two weeks prior to the first day of classes.
2. After meeting and if request is approved, the Advisor will sign (electronic or physical) the form and return to the student.
3. Student submits the completed and signed form to Registration and Enrollment Services:
  - a. Via [CCC Secure Upload](#)
  - b. From their CCC student email account
  - c. In person at any of the three CCC campus locations
4. Registration and Enrollment Services will notify the student of the decision via the student's CCC email within 5 business days.

### Credit hour overload

A student may register for a maximum of 18 credit hours in the Fall/Spring, and 12 in the Summer.

1. Student makes an [appointment](#) to meet with an Academic Advisor at least two weeks prior to the first day of classes.
2. After meeting and if request is approved, the Advisor will sign (electronic or physical) the form and return to the student.
3. Student submits the completed and signed form to Registration and Enrollment Services:
  - a. Via [CCC Secure Upload](#)
  - b. From their CCC student email account
  - c. In person at any of the three CCC campus locations
4. Registration and Enrollment Services will notify the student of the decision via the student's CCC email within 5 business days.

### Late Add/Drop/Withdraw

The deadlines to add, drop, or withdraw from classes are published for each semester on [CCC's deadlines calendar](#). An exception to these deadlines requires supporting documentation.

**Late Add** – The student must demonstrate that they attended/participated in the course prior to the add deadline for that course. This requires a brief narrative from the student detailing what occurred and written confirmation from the instructor. ***Deadlines for petitions for a late add are as follows: 16- or 8-week courses – end of week 2; short courses – day 2 of class.***

**Late Drop** – The student must demonstrate that circumstances beyond their control (e.g., medical issue) prevented them from dropping by the deadline for that course. This requires a brief narrative from the student detailing what occurred and supporting documentation (e.g., verifiable physician's note, hospital discharge papers). ***Deadlines for petitions for a late drop are as follows: 16- or 8-week courses – end of week 2; short courses – day 2 of class.***

**Late Withdraw** – The student must demonstrate that circumstances beyond their control (e.g., medical issue) prevented them from withdrawing by the deadline for that course. This requires a brief narrative from the student detailing what occurred supporting documentation (e.g., verifiable physician's note, hospital discharge papers). ***Deadlines for petitions for a late withdrawal are the last day of instruction for the course.***

1. Student should reach out to instructor to discuss the request for late add/drop/withdraw.
2. If the instructor approves of the request, the Instructor will sign (electronic or physical) the form and return to the student.
3. Student submits the completed and signed form to Registration and Enrollment Services:
  - a. Via [CCC Secure Upload](#)
  - b. From their CCC student email account
  - c. In person at any of the three CCC campus locations
4. The Registrar or Assistant Registrar will present the request and all documents to the relevant Academic Dean.
5. Registration and Enrollment Services will notify the student of the decision via the student's CCC email within 10 business days.