SBCC

Admissions & Records
Petition to Register in a Course with 3 Previously Recorded Withdrawals

According to California Code of Regulations Title 5 Section 55024, the district policy shall establish the number of times (not to exceed four times), that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. District policy MAY permit a student to enroll again in a course after having previously received the authorized number of "W" symbols provided: 1) Student files petition 2) Petition is approved by designated district official 3) No apportionment is claimed and 4) District provides intervention.

Step 1: Complete the following personal information.

Name _____ SBCC ID _____

SBCC Pipeline Email _____ Phone _____

SBCC Major _____

Step 2: Complete the following course information.

I request to register in _____ for the Summer / Fall / Spring _____ semester.
Course Title (e.g. ENG 100) Circle One Year (YYYY)

I have previously received 3 or more 'W' notations for my enrollment in this course in prior semesters.

Step 3: Respond to the questions below. Attach additional pages if needed.

Select one of the following which describes why you need to complete this course at SBCC.

- ☐ Required to complete English, Math or ESL requirements for degree requirements or transfer
- ☐ Required for my SBCC major (REQUIRED: Attach a curriculum guide for your major supporting this statement)
- ☐ I am attempting to repeat this course to alleviate prior substandard coursework at SBCC
- ☐ Required to meet my transfer goals (REQUIRED: Attach an Education Plan you developed with an Academic Counselor and request Academic Counselor signature)
  _____ Academic Counselor Signature _____Code
- ☐ Other _____

Specifically identify the steps you will take to ensure your success in this course if your request is approved.

_____

_____

_____

_____

_____

_____

Step 4: Read and acknowledge the following statements. Sign, date and return the completed petition to Admission & Records for review.

☐ I acknowledge that I will be contacted by the Director, Admissions & Records to discuss my request.
☐ I acknowledge that I will be notified about the results of my petition via email to my SBCC Pipeline account.
☐ I acknowledge that approval of this petition does not guarantee me a seat in the course. I will follow general registration procedures to add this course.

_____ _____
Student Signature Date

For Office Use Only:
☐ Approved ☐ Denied ☐ More information required ☐ Notified ☐ Processed ☐ Intervention/Person _____
☐ Comments _____

_____ _____
Scholastic Standards Committee Date

Rev. 12/15/15