

Received by: \_\_\_\_\_



43600 Mission Blvd.  
Fremont, CA 94539

## STUDENT PETITION FORM

This form is to be used for requesting the special action listed below. **Students have up to one year from the last day of the term being petitioned to submit this form.** Please refer below for the College policy regarding your request. Please fill out the form as completely as possible and include all supporting documents to ensure faster processing. *It is always a good practice to keep copies for your own records of all documents submitted.* **Submit completed form to the Admissions and Records Office or by fax at 510-659-7321 or place in the drop box in Bldg. 7, 2<sup>nd</sup> Floor Lobby on the Fremont Campus.**

Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address City Zip

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please list all classes related to this petition: *If you need any assistance, please see a counselor.*

Semester/Year	Class Number and Section (e.g. ENGL-101A-03)	Synonym Number (e.g. 059531)	Add Authorization Code

For the classes listed above, I am requesting the following:	For Admissions & Records Use Only
<input type="checkbox"/> Refund/Credit <i>(If approved, submit refund request to the Cashier's Office: Bldg. 19 or online at <a href="https://www.ohlone.edu/studentrec/form-refundrequest">https://www.ohlone.edu/studentrec/form-refundrequest</a>)</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Drop Without a W	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Course Repetition <i>(Counselor's signature required)</i> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Replace an F with a W	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Student's justification for request: *(Please use a separate sheet, if necessary)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students: Do not write below this area**

Dean/Counselor/Admissions and Records Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_ A&R Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student notified on: \_\_\_\_\_ Scanned on: \_\_\_\_\_

## PLEASE READ THE FOLLOWING GUIDELINES AND INSTRUCTIONS

Please read the following instructions and complete the necessary steps as they pertain to your petition:

### **Disputing/changing an F or W grade/never attended a class (no show):**

- a. Contact the instructor(s) of the class(es) by e-mail and explain your circumstances and why you are submitting your request.
- b. Request a verification of attendance records and/or authorization of the requested grade change from the instructor.
- c. Request that the instructor notify the Dean of Admissions and Records. Submit your reason for this request along with any and all documentation to support your petition.

### **Missed a deadline (refund, last day to drop without or with a W)**

It is your responsibility as a student to monitor your class schedule and to drop any and all classes that you do not plan to attend. Instructors MAY indicate that they will drop a student, but they are not compelled to do so. If you did not drop your class(es) by the dates specified in the online or paper Class Schedule, you will need to follow the instructions in the above section. The instructor must verify your attendance records before your petition can be resolved.

If you have **extenuating circumstances** that affected your participation in class, you must submit documentation verifying your circumstances. Extreme and unexpected situations such as a death in the family, a vehicle accident, hospitalization, surgery, or any sudden and unexpected circumstances that force you to change your plans abruptly will be considered. You must have documentation to substantiate your situation: hospital/physicians statement, airline flight receipt, or other corroborating documents.

If you are submitting a petition because you have learned that your student account has gone to collections, please indicate this in your description on the reverse side of this form.

**Keep in mind that petitions older than one year, as indicated previously, will NOT be reviewed or considered.**