

San Jose City College

R-25

OFFICE OF ADMISSIONS AND RECORDS

GENERAL PETITION

Print Name _____

_____ Date

Street Address _____ Apt.# _____

Telephone: (____) _____

City _____ State _____ Zip _____

_____ Student ID# or SS#

Indicate Semester & Year of Occurrence: _____
_____/_____
Semester Year

Is this a Graduation Appeal? Yes _____ No _____
(Check one)

Instructions: State the purpose of the Petition including statement of facts, reasons, events, or circumstances to support Petition. Please keep in mind that attaching supporting documentation can result in a more favorable outcome.

Student Signature _____

_____ Date

OFFICE USE ONLY

Please provide proof/ documentation of hardship that prevented you from requesting a refund by the deadline date.

The Admissions and Records office does not change grades. Please refer your request for a grade change to the instructor that issued you the grade.

Our system indicates that you have dropped a course after the due date. If you wish to be dropped prior to the due date with out a "W" you must obtain a npte from your instructor certifying that you stopped attending their class prior to the due date. This note must be signed by Division Dean and Dean of VP of Instruction for approval.

Other (please attach supporting documentation).

Approved

Denied

Pending

Committee Member Signature _____

_____ Date