

College of the Siskiyous

Office of Admissions & Records

800 College Ave, Weed, CA 96094 * Ph: 530-938-5500 * Fax: 530-938-5367

EXTENUATING CIRCUMSTANCE PETITION

This petition is to change a letter grade (D, F or FW) to a W in circumstances where the student was unable to withdraw by the last day to withdraw. This 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 as detail and as clearly as possible.

Please print

Last Name: _____ First Name: _____

SID# S00 _____ or SSN _____ COS Email: _____

Mailing Address: _____

City: _____ State _____ Zip Code: _____

Students are required to complete both sides of this form with the appropriate signatures from the Instructor of **each class**. Attach evidence to support your request.

PETITIONS WITH INSUFFICIENT INFORMATION, EXPLANATION and DOCUMENTATION WILL BE DENIED.

Petition Request for _____ (Semester)

I am requesting a late withdraw from the following courses (after the last day to drop) because:

- Accident
- Illness (Chronic conditions do not qualify under this process)
- Other Circumstance beyond student's control that would make it impossible for the student to drop the course in time.

★ Please Note that if none of the apply that you are not eligible for an appeal

CRN	COURSE	UNITS

STUDENT EXPLANATION: (Print or Type)

INSTRUCTOR(s) REVIEW

(You must have each instructor's input for the class(es) you are appealing. Incomplete forms will be denied.)

Course 1 _____ **Instructor** _____

I support I do not support this student's petition.

Comments: _____

Course 2 – _____ **Instructor** _____

I support I do not support this student's petition.

Instructor Signature: _____

Comments: _____

Course 3 – _____ **Instructor** _____

I support I do not support this student's petition.

Instructor Signature: _____

Comments: _____

Course 4 – _____ **Instructor** _____

I support I do not support this student's petition.

Instructor Signature: _____

Comments: _____

Committee Review: Date _____

Approved- Comments: _____

Denied- Comments: _____

Signature: _____ Date: _____