

PETITION FORM

Student Name: _____ Student ID: _____ Date: _____

Contact Phone #: _____ Student Email: _____

Petition for: (Check One): Late Add Late Drop Late Independent Study
 Late Withdraw from Course Late Pass/No Credit Other _____

Course Title: _____ Course ID: _____

Semester: (Check One): Fall Spring Summer Year: 20_____***Please check with Financial Aid and Student Accounts regarding potential financial implications of this petition****NOTE: Petitions are submitted to the Academic Standards Committee for review with one exception: Late Independent Study petitions are submitted to the Curriculum Committee. Committee decisions will be emailed to your Pitzer email address. Approval from your instructor and/or advisor does NOT guarantee that the petition will be granted.* **STUDENT STATEMENT/EXPLANATION** Please document how the circumstances meet the criteria of 'seriously extenuating' (see explanation on reverse).

Student Signature _____ Date _____

 Please check box if health/medical documentation is on file or will be provided to the Office of Student Affairs. **INSTRUCTOR SECTION** Before indicating support, please consider whether, to your knowledge, the circumstances meet the criteria of 'seriously extenuating' (see explanation on reverse).

For late add requests, enter date student began attending: _____

For late drop requests, enter date student stopped attending: _____

 Support Do Not Support Date: __________
Instructor Name & School (Please print)_____
Instructor Signature **ADVISOR SECTION** Before indicating support, please consider whether, to your knowledge, the circumstances meet the criteria of 'seriously extenuating' (see explanation on reverse). Support Do Not Support_____
Advisor Name (please print)_____
Advisor Signature_____
Date

College Committee decision:

 Approved Denied Date _____ Comments _____

Adding a Course

Students may not enroll in a full-semester course after registration is closed except by petition to the Academic Standards Committee and with consent of the instructor and advisor.

Dropping a Course

With the approval of the faculty advisor, a course may be dropped and expunged from students' records if proper application is filed with the Registrar by the date specified in the College Calendar as the "final day to drop classes." In the event of seriously extenuating circumstances, students may petition the Academic Standards Committee to drop a course after this date.

Extenuating Circumstances

The Petition may be approved at the Academic Standards Committee's discretion only when illness or other seriously extenuating circumstances prevented the student from meeting the Academic Calendar deadlines. In cases of illness, the Academic Standards Committee may request verification by a medical practitioner. Students may wish to consult with the Office of Student Affairs prior to submitting a Petition. Health/medical documentation may be presented to the Office of Student Affairs, who will share with the committee if desired, but will not be saved as part of the academic files in the Registrar's Office.

Pass/No Credit Grading Option

The P/NC option exists so that students might benefit by taking a course without the pressure of a letter grade appearing on the transcript. The P/NC option allows students to select at the outset of the semester, with the permission of the instructor, the system of evaluation under which they would prefer to take a class. In the event of seriously extenuating circumstances, students may petition the Academic Standards Committee to invoke or reverse the P/NC request after the deadline. Students may take only one course each semester on a P/NC basis. To do so, students should obtain the instructor's signature on a P/NC form available from the Registrar's Office. In some majors, courses taken to fulfill the major requirements cannot be taken on a P/NC basis. Consult with your major advisor. The deadline for filing the completed form with the Registrar is the date designated in the catalog as the last day to drop classes without a recorded grade.

Withdrawing from a Courses

Students may withdraw from a course after the deadline for dropping courses, but no later than the last day of classes, only if work in the course has been satisfactory (defined as "C" if the course is being taken "Pass/Non-Credit," "D" or above for all other courses) and only with the signed approval of the course instructor and faculty advisor. For these approved withdraws, students' transcripts will show "W" (Withdraw). Students may not withdraw from a course after the last day of classes. Withdraw forms must be on file in the Registrar's Office by the last day of classes. The last day for graduating seniors to withdraw from a course in the spring semester would be one week prior to "The Last Day of Classes." Check the [Academic Calendar](#) for the exact date. Petitions for late withdraws will be reviewed by the Academic Standards Committee.