

## PETITION TO WAIVE COLLEGE REQUIREMENT

Students who believe that there are circumstances warranting special consideration for adjustment, deviation, or waiver of established policies and procedures may file a petition. Students should realize that by submitting petitions, even if they are supported by the counselor, instructor, and division chairperson, does not guarantee that their petitions will be approved. Title 5 of the California Administrative Code, the California Education Code, and some college policies mandate that certain requirements be satisfied. It is the responsibility of the petitioner to obtain the recommendations of the counselor, instructor, and division chairperson.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**STUDENT** -- *What are you requesting and why are you making this request?*

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*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**INSTRUCTOR** -- *What is your recommendation?*

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*Instructor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**DIVISION CHAIRPERSON** -- *What is your recommendation?*

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*Division Chairperson's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**COUNSELOR'S COMMENTS:**

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*Counselor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Petition was:  GRANTED  DENIED

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*Director of Admissions & Records Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Student notified: \_\_\_\_\_ By: \_\_\_\_\_