Petition for Exception Instructions

1. Use this form to request an exception to College policies based on extenuating circumstances (verified cases of accident, illness, injury, or other situations beyond your control).
2. Complete the Student Information section.
3. Complete the Exception Request section. Describe clearly and in detail the extenuating circumstances and attach supporting documentation. **Unclear petitions and petitions without necessary supporting documentation will be denied.**
4. Obtain your instructor's comment and signature, if required.
5. Sign and date the form, and submit it to the Admissions and Records Office. On average, requests take seven business days to process. Allow up to seven days to receive a mailed copy of the completed petition.

Specific Instructions for Each Type of Exception

Course Repetition

Some skill and performance activity courses (e.g., Physical Education and Music) may be taken more than once for credit, up to a maximum number of times. Course Repetition is governed by Title 5 and Board Policies.

Class Drop after Deadline

You may petition to drop a class after the deadline. If a grade for that class has already been recorded on your transcript, you must contact the instructor to discuss the possibility of a grade change. Admissions and Records cannot authorize grade changes. A decision will be made after all documentation has been reviewed.

California Code of Regulations Title 5, Section 55760 states that the instructor's determination of your grade is final with certain rare exceptions. Students who want an instructor to change a grade must meet two standards: 1) The instructor must be willing to change the grade, and, 2) The student's situation must meet extenuating circumstance conditions. Complete the following steps:

- Describe your situation in detail on this form.
- Attach documentation of your attendance and/or any extenuating circumstances that support your request.
- Discuss your situation with your instructor and obtain his or her comment on the form.
- Have the instructor provide a supporting comment on this petition.

If the petition is approved the instructor will need to come into the Admissions and Records Office and submit a grade change card. Subsequently, your academic transcript will be updated to reflect the change.

If you have forgotten your instructor's name, Admissions and Records can provide it for you. If the instructor is no longer teaching at Cypress College, you will be directed to the appropriate Division Dean.

Graduation/Certificate Requirements

Describe in detail the exception you are seeking, the extenuating circumstances that support your request, and your expected date of graduation. Attach supporting documentation. You must also obtain a counselor's recommendation.

Refund after Deadline

California Code of Regulations Title 5, Section 58508 authorizes community colleges to refund enrollment fees based on program changes made by the student through the first two weeks of a full-term class and 10% of a short-term class. To request a refund based on program changes you made after these deadlines, describe in detail the extenuating circumstances that support your request. Attach documentation of those circumstances.

Cypress College

Admissions and Records

Petition for Exception

Banner ID:	@									Date of Birth:	
											mm/dd/yyyy

Legal Name:			
	Last	First	Middle

Telephone:		Email:	

IMPORTANT: *Update your name, address, telephone number and email at Admissions and Records. A letter indicating the outcome of your petition will be emailed after seven (7) business days.*

I am requesting an exception to Cypress College policies for:

☐ Course Repetition ☐ Drop/Add a Class After the Deadline ☐ Refund After Deadline

☐ "W" After the Deadline ☐ Time Conflict ☐ Graduation/Certificate Requirements

☐ Other (specify):_____

Course Number and Title	CRN	Semester/Year

Explain below the extenuating circumstances that have caused you to request an exception to Cypress College policies. Attach supporting documentation of these circumstances. You may attach your explanation on a separate piece of paper if necessary.

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I certify that the information I have provided is true and correct to the best of my knowledge. I understand this petition will be approved or denied based on the information provided.

_____ _____

Student Signature **Date**

Student # _____

First Name: _____

Last Name _____

INSTRUCTOR AND DEAN SECTION

Instructor Signature	CRN

Instructor Comments (Please Print):

_____

_____

_____

_____

☐ Recommend Approval (Dean) ☐ Recommend Denial (Dean)

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_____ _____

Division Dean Signature **Date**

OFFICE USE ONLY

☐ Approved ☐ Denied ☐ Pending Action ☐ Collect ☐ Non-Collect

Comments:

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_____ _____

Registrar Signature **Date**

Received By:	Processed By:	Student Copy Mailed By:
Date Received:	Date Processed:	Date Student Copy Mailed: