



Antelope Valley College

**EXTENUATING CIRCUMSTANCES PETITION**  
**ADMISSIONS & RECORDS DEPARTMENT**

3041 West Avenue K  
Lancaster, CA 93536-5426  
(661) 722-6331

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Social Security or Student I.D. Number \_\_\_\_\_  
 Address: Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

*This petition is a formal request for an exception to or waiver of college policies and/or procedures. State your request and extenuating circumstances in as much detail and as clearly as possible. Attach documented evidence to support your request. If this petition is submitted due to medical reasons, legible documentation from the physician must accompany the petition. As prescribed by FERPA-The Family Educational Rights and Privacy Act, all documentation supporting this petition will be held strictly confidential. Allow at least three weeks for processing. A response will be mailed to you.*

*If you are referring to a specific course(s) and/or semester(s) in your request, please list:*

Semester/Year	Course Reference Number	Course Number	Instructor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Clearly state your request and explain the extenuating circumstances. Attach a continuation page if necessary.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BE SURE YOU MAINTAIN A CURRENT ADDRESS ON FILE WITH OUR OFFICE.**

**INSTRUCTOR/DIVISION DEAN** (Obtain instructor or Division Dean's comments/verification if necessary to support this petition.)

Recommend Approval       Recommend Disapproval

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor/Division Dean's Signature \_\_\_\_\_ Name/ Title \_\_\_\_\_ Date \_\_\_\_\_

**ADMISSIONS & RECORDS DEPARTMENT USE ONLY**

Approved       Disapproved      Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Dean, Admissions & Records Signature \_\_\_\_\_ Date \_\_\_\_\_