



Petition for Extenuating Circumstances

Admissions & Records
3041 West Avenue K
Lancaster, CA 93536-5426
Phone: 661-722-6300 ext. 6504

Student Contact Information

Name: Last First MI
Address: Street City Zip
AVC Email @avc.edu

Student ID #: 900- -

Phone #: ()

Exception Request - Please Read Before Submitting Request

Consideration of exceptions to policies may be considered when extenuating circumstances beyond the control of the student prevented adherence to the published regulations. Not being aware of deadlines is not an acceptable reason for seeking an exception. Relevant documentation must be submitted with the petition. 34 C.F.R. 106.4 Students shall not be treated differently on the basis of parental, family, marital status or pregnancy and related conditions.

- Substandard grade in a repeatable course
Drop with or without W
Beyond maximum allowable repeats
Military or Excused Withdrawal
Add Authorization Codes (AAC)
Other Reason

Course Taken (if applicable)

Table with 5 columns: Subject, Course Number, Semester, Year, Grade. Example row: English, 101, Fall, 2004, F

FUTURE Course (if applicable)

Table with 4 columns: Subject, Course Number, Semester, Year. Example row: English, 101, Fall, 2004

Please describe your request for exception to college policy and attach an additional page if necessary. Relevant documentation must be submitted with petition. THIS FORM MUST BE RETURNED BY:

Signature of Student: Date:

By checking this box you acknowledge that you will be notified of your petition decision via your myAVC email.

Instructor / Division Dean Recommendation and Comments

Recommend Approval: Yes No

Signature - Instructor / Division Dean Phone Date

Office Use Only Approved Yes No

Course:
Term:

Signature - Dean, Enrollment Services Date