



# REQUEST TO WAIVE PETITION DEADLINE AND/OR POST-GRADUATION ADJUSTMENT

A petition to adjust a student’s record **must be made within one year following the end of the semester in which the course(s) were taken**. Additionally, a petition for adjustment of record **will not be considered for course(s) within a completed program of study from which the student has graduated**. The College Registrar may grant special permission to waive either of these requirements if the student has documented compelling evidence of a circumstance or condition which prevented timely submission of the original petition.

Submission must include:

1. Typed statement explaining the extenuating reason(s) why the petition was not submitted within one year of the semester in which the courses were taken and/or prior to graduation.
2. Documentation supporting the inability to file a timely petition. Examples may include official medical documentation indicating the nature and severity of the illness or official military orders.

The Registrar’s decision will only be available through the college’s official notification system.

## PLEASE PRINT

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ SF Email Address: \_\_\_\_\_

Term and year requested: *(Example: Spring 2022)* \_\_\_\_\_

Please specify your request:

\_\_\_\_\_ **Request to Waive Petition Deadline**                      \_\_\_\_\_ **Request for Post-Graduation Adjustment**

By signing this document, I certify that all information submitted is complete and accurate. I also understand my documentation is subject to verification by the Office of The Registrar, and in cases where submitted documentation is forged, tampered with or otherwise fraudulent, I may face criminal and/or disciplinary actions in accordance to applicable Federal and State laws, and/or college policy as defined in the Student Conduct Code.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_