CLEAR FORM

NORCO COLLEGE

Extenuating Circumstances Petition
Admissions and Records

Extenuating circumstances are verified, documented cases of accidents, illnesses, or other circumstances beyond the control of the student. Students have ONE YEAR following the term in which the grade was recorded to submit this petition. This petiton is a formal request for an exception to, or waiver of college procedures.

_____ _____

Last Name First M.I. Student ID number

Address: _____

Street City State Zip Code

Contact Number: ( )_____ Email Address: _____

Are you currently receiving Financial Aid? ◯ Yes ◯ No

Did you receive Financial assistance during the term and semester the petition is applied for? ◯ Yes ◯ No

Reason you are submitting petition:

☐ **Remove W's** ☐ **Change to EW** ☐ **Drop with W** ☐ **Refund** **Other(please specify)** _____

PLEASE LIST THE SPECIFIC COURSE(S) AND OR SEMESTER(S) IN YOUR REQUEST

_____ _____

Location Term Course Section Number Location Term Course Section Number

CLEARLY STATE YOUR REQUEST AND EXPLAIN THE EXTENUATING CIRCUMSTANCES IN AS MUCH DETAIL AS POSSIBLE.
Extenuating Circumstances are verified, documented cases of accidents, illnesses, or other circumstances beyond the control of the student.
NO PETITION WILL BE CONSIDERED WITHOUT DOCUMENTATION

_____

_____

_____

_____

_____

Student's Signature: _____ Date: _____

ALLOW AT LEAST 6-8 WEEKS FOR PROCESSING

YOUR RESULTS WILL BE EMAILED TO YOUR STUDENT ACCOUNT

RECOMMENDATION of Dean : (Instruction or Admissions & Records)

____ Recommend Approval ____ Recommend Disapproval Comments: _____

_____

_____

_____

Dean's Signature: _____ Date: _____

ADMISSIONS AND RECORDS USE ONLY

Approve ____ Disapprove ____ Comments: _____

_____

_____

_____

Completed by: _____ , **Student Services Specialist** Date: _____

A&R Staff:

Date Rec'd: _____ Verified Course information: ____ Meets 1yr Deadline:____ Send to: DOI or Admissions & Records A&R staff signature: _____

White: Admissions & Records Duplicate copy: Student