



# Student Petition

Admissions and Records  
2300 E. Gibson Rd., Woodland, CA 95776  
(530) 661-5700

Date: \_\_\_\_\_

Petition for:  Fall  Spring  Summer \_\_\_\_ Year

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

Email: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

I hereby petition as follows:

- to carry a unit overload. I wish to enroll in \_\_\_\_ during the  Fall  Spring  Summer \_\_\_\_ term.  
(units)
- to repeat \_\_\_\_\_ previously taken during the  Fall  Spring  Summer \_\_\_\_ term  
(course) at Woodland Community College or \_\_\_\_\_ with a grade of \_\_\_\_.  
(name of other college)
- for readmission to Woodland Community College after academic dismissal.
- for academic renewal of the following class(es): \_\_\_\_\_
- other (specify): \_\_\_\_\_

My reason for making this request is as follows: (I have attached supporting documentation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature**

To be completed by Counselor:  Do Not Recommend  Recommend  Strongly Recommend

Comments supporting recommendation per Title V/BP/AP or extenuating circumstance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Action of the Dean Student Services:

Date: \_\_\_\_\_

- Petition granted  Petition denied  Other action

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

Dean's Signature \_\_\_\_\_

Student Notification Date \_\_\_\_\_

A&R action completed \_\_\_\_\_

Action of the Student Success Committee (for appeals only):

Date: \_\_\_\_\_

- Appeal granted  Appeal denied  Other action

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

Student Success Committee Chair Approval \_\_\_\_\_

Student Notification Date \_\_\_\_\_

A&R action completed \_\_\_\_\_

**For Office Use Only**

# Petition Instructions

Each petition must be completely filled out with all information regarding the student, what the petition is for, clearly printed description of what the student is requesting for determination by the Dean of Student Services. If there is additional documentation that needs to be attached to the petition, it should accompany the petition at the time that it is turned in to Admissions and Records as it may be denied based on missing information.

Petition decisions can take between 7-10 working days for review. Once reviewed a letter will be written and then mailed to the student. Please wait for a determination to arrive before contacting the office to find out about the petition decision.

The Student Petition may be completed for the following reasons:

1. To carry a unit overload. (19 units is the maximum load which may be approved. Units in excess of 19 are allowed for only the most urgent reasons and on the basis of counselor approval.)
2. Repetition of course taken at Woodland Community College or at another college/university. Students may repeat a course once for which they have earned a substandard grade. The student may submit a petition to the Student Success Committee at Woodland Community College for an additional repeat. A student who has completed a course with a substandard grade at another accredited college/university may repeat the equivalent course in the Yuba Community College District. Upon completion of the repeated course, the best grade earned will be computed in the cumulative grade point average. The lower grade will remain on the academic record, but will be coded with a symbol indicating the course has been repeated and will be disregarded in the computation of the grade point average. The student's academic record will be notated so that all work remains legible, insuring a true and complete academic history. A course in which a "C" or better has been earned may be repeated with extenuating circumstances which justify a repetition. Students must petition for approval. Reasons for this type of approval include significant lapse of time (3 or more years), change in technology, recertification/training, or other justifiable reason. In special circumstances, students may submit a petition for an additional repeat. No state funding (FTES) may be claimed for this additional repeat. Students should explain the reason in full detail as to why they are asking for the additional repeat.
3. Readmission to Woodland Community College after academic dismissal may be petitioned after consultation with a counselor.
4. Academic Renewal is permitted to alleviate substandard academic performance ("D" and "F" grades) and a petition may be submitted under the following conditions: the maximum amount of course work to be alleviated is 30 semester units; since the end of the semester to be alleviated, the student must have completed 12 semester units with a 3.0 grade point average (GPA), 18 semester units with a 2.5 GPA, or 24 semester units with a 2.0 GPA. A "P" grade will count as a "C" for computing the grade point average for academic renewal purposes; a minimum of two semesters must have elapsed since the course work to be alleviated was recorded; the student must have completed 12 semester units in residence at Yuba Community College District; under no circumstance may course work be discounted that has been used to fulfill requirements for a degree or certificate; if a student is eligible for graduation, Academic Renewal may not be used to raise the grade point average in order to qualify for graduation with honors; no units that have been excluded by Academic Renewal can be reinstated; course work granted Academic Renewal may be counted, if appropriate, toward fulfillment of prerequisites; the student's academic record will be annotated in such a way that all work remains legible, ensure a true and complete academic history.
5. Other circumstances may arise that a student may need to complete a petition. Please be sure to specify those circumstances in the area provided. Also provide documentation associated with this circumstance so that a determination may be made as to either approval/denial of the petition.