

# MOORPARK COLLEGE PETITION FOR EXCEPTION TO DEADLINE

STUDENT NAME: \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

Daytime or Cell Phone Number (in case we need to contact you): ( \_\_\_\_\_ ) \_\_\_\_\_

Please check here if you have previously submitted any petition. \_\_\_\_\_

I am petitioning for a deadline exception in the following category and semester: (circle **one** and provide detail below)

**A.**    **B.**    **C.**    **D.** in the Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_ semester.

**Census dates and all deadline dates can be found at [www.moorparkcollege.edu/schedule](http://www.moorparkcollege.edu/schedule)**

## A. ADDING A CLASS AFTER THE LATE ADD DEADLINE

\_\_\_ Add semester-length class    Course \_\_\_\_\_    CRN \_\_\_\_\_    Census Date \_\_\_\_\_    Instructor \_\_\_\_\_

\_\_\_ Add short-term class    Course \_\_\_\_\_    CRN \_\_\_\_\_    Census Date \_\_\_\_\_    Instructor \_\_\_\_\_

I have been attending this class since \_\_\_\_\_ (date)

## B. DROPPING A CLASS

Withdrawal from a class after the designated deadline may only be authorized by petition and only then under extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond control of the student.

\_\_\_ Drop semester-length class without a "W"    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

\_\_\_ Drop short-term class without a "W"    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

\_\_\_ Drop semester-length class with a "W"    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

\_\_\_ Drop short-term class with a "W"    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

\_\_\_ Other request (provide detail below)    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

## C. CREDIT/NO CREDIT GRADING OPTION

\_\_\_ CR/NCR grading option    Course \_\_\_\_\_    CRN \_\_\_\_\_    Deadline \_\_\_\_\_

## D. CHANGE "F" TO "W"

\_\_\_ Change "F" grade to "W" (withdraw)    Course \_\_\_\_\_    CRN \_\_\_\_\_

Please describe what extenuating circumstances prevented you from meeting the deadline. Attach documentation to support your request. Also attach a WebSTAR or unofficial transcript. Please make sure this petition is completely filled out before you submit it. Incomplete petitions will be returned to you or may result in a denial of your request. Students should be aware that processing time for these petitions averages 4 weeks.

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Division Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Dean, Student Learning \_\_\_\_\_ Date \_\_\_\_\_

Reason for denial: \_\_\_\_\_

**Office use only:** Processed by: \_\_\_\_\_ Date: \_\_\_\_\_