

Drop/Refund or Withdrawal Petition

Students may request an exception to college policy or procedure when extenuating circumstance have occurred. Complete the back of this form, state your request, AND list the course(s) you want reviewed, describe the specific incident or hardship, attach supporting documentation and return to the Welcome Center

Courses you want reviewed:

<u>Course ID</u>	<u>Dept/Course/Section #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The information I have provided is complete and true to the best of my knowledge.

Student Signature: _____ Date: _____
Form must be signed to be considered.

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your petition. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this information. Under certain circumstances, federal and state laws authorize release of private information without your consent; to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law