



STUDENT PETITION

Instructions on reverse side

Date Petition Submitted: ___/___/___ Semester Petitioning (check one): Fall Spring Summer Year - 20___

Name (Please print) _____

Yuba College Student ID# _____

@go.yccd.edu

Mailing Address _____

Email Address _____

City _____ State _____ Zip Code _____

(____) ____ - ____ (____) ____ - ____
Daytime phone # Evening phone #

**Please note: Incomplete petitions will result in a delay in being reviewed.
Provide all documentation requested at the time of submission.**

Step 1: Meet with a Counselor

Step 2: Determine rationale for petition

I hereby petition as follows:

- Equivalency course request**, completed at _____ with a grade of _____.
 - Course syllabus/description
 - Official college transcripts from institution for equivalency course
- Readmission to Yuba College after Academic or Progress Dismissal**
 - A Student Educational Plan completed with a Counselor
 - A typed Student Statement must be attached to Petition and include a statement with as to goals for success
- Other Requests** (be specific as to request, i.e., Academic Dismissal, Military Withdrawal, out of district Manual Repeat, course substitution or Excused Withdrawal-see back page for additional information)
 - Type of request: _____
 - Typed Student Statement required

Step 3: Counselor Comment

Comments: _____

Counselor's Name (Please print) _____ Counselor's Signature _____ Date ___/___/___

Step 4: Student Acknowledgement - I understand that I must provide documentation for any specific requests, or my petition will not be process and will be denied.

Student's Signature Date

For Office Use Only

Approved Denied N/A

Step 1: Area Faculty Review _____
Area Faculty's Signature

Comments: _____

Step 2: Area Administrator / Integrity Designee Reviewer: Approved Denied _____
Area Administrator's Signature

Comments: _____

Designated School Official's Signature: _____ Date ___/___/___

Student notified: ___/___/___ _____
Date Initial

Records Office action completed: ___/___/___ _____
Date Initial

PETITION INSTRUCTIONS

The petition must be filled out with all information regarding the purpose of the petition. **Supporting documentation must be attached regarding extenuating circumstances.**

Submit petitions to: ycstudentpetitions@yccd.edu from your Yuba College Student email address (example: A0123456@go.yccd.edu). Petitions sent from your personal email account will not be reviewed.

*****Petition decisions normally take between 7-14 working days (to exclude weekends) for review. However, if a faculty member or an academic department needs to be consulted, then the turnaround time will be longer.**

A student petition may be submitted for the following reasons:

1. Course Repeats

- Students may enroll in a course up to two times in the Yuba Community College District in which a notation of D, F, NP (No Pass), or W (Withdrawal) was earned. If a third attempt to repeat a course is necessary, the student must meet with a counselor to discuss strategies for successful completion and submit a 3rd Attempt petition (signed by the counselor and student) directly to the Admissions and Records Office along with a completed Add form to register. → (A student may only enroll in a course three times in order to successfully complete the course at the Yuba Community College District. Based on Title 5-California Education Code changes enacted by the California Community College Chancellor's Office, "W" grade notations now count as official attempts). 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 student's academic record but will be coded and not included in the calculation of the cumulative grade-point average.
- A course in which a passing grade has been earned may be repeated based on extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the student's control) as consistent with Title 5 - Sections 55043 and 55045.

2. Readmission After Dismissal

Students must meet with a counselor to prepare a Student Educational Plan. They also must provide a written statement as to goals for success and attach the statement to the petition prior to submitting the petition. Generally, the student must wait a semester before petitioning for readmission. A student who feels there are extenuating circumstances should discuss options with a counselor. The Academic Integrity Committee may conditionally reinstate a student when the circumstances are justifiable. Justifiable circumstances include unforeseeable events such as accidents, illnesses, changes in working conditions, and other reasons beyond the student's control.

3. Other Circumstances

- Course equivalencies from other colleges – when (sealed) official transcripts from other accredited colleges and universities recognized by W.A.S.C. are submitted to the Yuba College Admissions & Records, courses must be vetted and approved by area faculty. Only then the units will be accepted and any standard courses that are prerequisites for other courses (e.g., English, Math, or Biology) will be identified and loaded into the registration system. To be considered for course equivalencies a student must submit a student petition with an official transcript after meeting with a counselor. The counselor's signature, a copy of the course description and a course syllabus are required to be submitted with the petition.
- Foreign university transcripts must be evaluated for equivalency by an Evaluation Agency within the U.S.A. (must be a member of NACES – National Association of Credential Evaluation Services). An official sealed transcript may be submitted to Yuba College Admissions and Records.
- Other extenuating circumstances may arise that a student may need to complete a petition. Please be sure to specify those circumstances fully and provide documentation associated with this circumstance so that a determination may be made to either approval/denial of the petition.
- EW- Excused Withdrawal – job transfer, illness in the family where the student is the primary caregiver, the student is the subject of an immigration action, death of an immediate family member, chronic or acute illness.