



# General Student Petition

Admissions and Records (916) 660-7340

NCC (530) 274-5302

Tahoe/Truckee (530) 550-2209

Please review the reverse side of this petition for important information and required signatures for your request. After obtaining all required signatures, please submit to the Admissions & Records office for final approval.

### Student Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First MI

Sierra College Email: \_\_\_\_\_@student.sierracollege.edu Phone Number: \_\_\_\_\_

Applicable Semester or Term:  Fall  Spring  Summer Year: \_\_\_\_\_

### Action Requested (mark one box only per petition):

Student Signature Only Required:

- AP Credit
- Dismissal Appeal (explanation recommended)
- DD214 with Honorable Discharge
- Military Withdrawal Course Name and CRN \_\_\_\_\_
- Pass / No Pass Course Name and CRN \_\_\_\_\_
- Unit Overload (Up to 20 units) Number of units requested \_\_\_\_\_

Division/Executive Dean, and Counselor or Instructor signature Required:

- Course Repeat – Lapse of Time (7 or more years) Course Name and CRN \_\_\_\_\_
- Course Repeat – Extenuating Circumstances Course Name and CRN \_\_\_\_\_  
*\*Repeats to alleviate substandard grades are not permitted after the 3<sup>rd</sup> attempt unless deemed "lapse of time" or "extenuating circumstances" exceptions.*
- Dismissal Readmission
- Late Withdrawal (documentation required) Course Name and CRN \_\_\_\_\_
- Other (please specify) \_\_\_\_\_
- Unit Overload (21 units or more) Number of units requested \_\_\_\_\_

Please attach supporting documentation to your request and explain your request below:

\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read the Sierra College policy and catalog regarding this request.

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

**Student must attach an unofficial mySierra transcript to this petition**

### Instructor/Counselor/Division/Executive Dean Use Only

Instructor Recommendation: \_\_\_\_\_

Recommend  Do not recommend Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Recommendation: \_\_\_\_\_

Recommend  Do not recommend Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Executive Dean Recommendation: \_\_\_\_\_

Approve  Do not approve Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### A&R Use Only

Status of petition:  No Action  Approved  Denied  No Apportionment

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

Action Taken:  Posted in Banner  Excluded from Apportionment Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR STUDENTS

A **General Student petition** is used for a variety of reasons. Please review our policies regarding your request on our website at [www.sierracollege.edu](http://www.sierracollege.edu) or in the Sierra College catalog. Once you have reviewed the policy pertaining to your request please complete all portions of the form and submit to the appropriate area for signatures. **After obtaining all required signatures, please submit to the Admissions and Records office for final approval.** Petitions submitted without proper documentation and signatures will be denied. Please allow two weeks for processing.

- **AP Credit** – Qualifying AP scores can be posted upon student request. Official scores must be on file. Student signature required. (*Sierra College Board Policy (BP) 4235, Administrative Procedure (AP) 4235*)
- **Course Repeat - Lapse of Time** Students may be permitted to repeat a course one time in which a “C” or better grade was earned where there was a “significant lapse of time” (defined by the District as a minimum of seven years and each discipline has the authority to institute significant lapse of time less than seven years by program/course) and the District has established a recency prerequisite for a course or program; or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. The new grade and unit(s) WILL be included in the student’s GPA and total units completed. Must have approval from the Division/Executive Dean and recommendation from the instructor. (*BP 4225, AP 4225, 4227, 4228, 4229*)
- **Course Repeat - Extenuating Circumstances** (i.e. documented cases of accident, illness or injury or other circumstance beyond the control of the student) must have supporting documentation to justify the request. Must have approval from the Division/Executive Dean and recommendation from the counselor and/or instructor. (*BP 4225, AP 4225, 4227, 4228, 4229*)

*\*Repeats to alleviate substandard grades are not permitted after the 3<sup>rd</sup> attempt unless deemed “lapse of time” or “extenuating circumstances” exceptions.*

- **Dismissal Appeal** – Dismissed students have the right to appeal their dismissal before sitting out for one semester. Students must have supporting documentation to justify the request and will be required to submit an appeal by the deadline indicated in their dismissal notification. Student signature required. (*BP 4250, AP 4250*)
- **Dismissal Readmission** – After sitting out one semester after being dismissed students shall complete a dismissal readmission request and a Sierra College application prior to the application deadline. A copy of the most recent SEP from a counselor must be attached. Counselor signature required. (*BP 4250, AP 4250*)
- **Late Withdrawal** may be requested by students who are unable to complete their course but have missed the deadline to withdraw. Students must provide documentation of extenuating circumstances, which are defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student. Late withdrawals will not be awarded if a grade has already been posted. (Please use a grade change petition located on our website.) Must have approval from the Division/Executive Dean and recommendation from the instructor.
- **Military Credit** may be awarded with a qualifying DD 214 member 4 copy. Student signature required.
- **Military Withdrawals** may be requested when a student receives military orders during a semester. A copy of the orders must be attached to this request. Student signature required.
- **Pass / No Pass** may be requested for courses that are outside of the students major. Once the class has begun, this request cannot be revoked once it has been submitted. Only one course may be taken Pass/No Pass per term. Student signature required. (*AP 4232*)
- **Unit Overloads** may be granted to students who have completed over 12 college units with a 3.0 GPA or higher in good academic standing. Students must also be eligible for English 1A and have met reading competency. If a student’s GPA is 2.8-2.9 and all other requirements have been met, student must have completed 30 or more units. Requests of 21 or more units require that students have a minimum of 18 units completed and have completed 15 units or more in a single semester. Explanation of why the overload is necessary should be given. Student signature required. Requests for over 21 units require a signature from a counselor and a Student Services dean.

Other requests will be reviewed on an individual basis. You will be notified if more information is required.