



STUDENT PETITION

Marysville Campus/Sutter Co.
Center/ Beale AFB Outreach
2088 N. Beale Road
Marysville, CA 95901
Ph. 530.741.6705

Instructions on reverse side

Date Petition Submitted: ___/___/___ Semester Petitioning (check one): Fall Spring Summer Year - 20___
Please complete petition in blue or black ink

Name (Please print) _____

Yuba College Student ID# _____

Mailing Address _____

Email Address _____

City _____ State _____ Zip Code _____

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

**Please note: Incomplete applications 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 Counselor
 - Add typed Student Statement to application (must be attached to Readmission Petition)
- Other Requests** (be specific as to request, ie. Military Withdrawal, out of district Manual Repeat, course substitution or equivalency)
 - Type of request: _____
 - Typed Student Statement required

Step 3: Counselor Comments

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 be returned without action. (For more information, please check the reverse side of this form).

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

Each petition must be completely filled out with all information regarding the purpose of the petition. **Supporting documentation must be attached in regards to extenuating circumstances.**

Submit petitions to: Marysville Campus: the petition box in front of rm. 141, Build. 100B, Beale AFB Outreach: The Base Education Center, room 117, The Sutter Center: at the Student Services Counter.

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.

Student Statement – *If you need help writing a student statement, please stop by and meet with one of our counselors. They will properly advise you on how to write a student statement.*

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 petition (signed by the counselor and student) directly to the Admissions and Records Office along with a completed Add Slip 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.*
- Students who receive financial aid should check with the financial aid office to see if a repeated course will count in units needed for their financial aid award.
- A course in which a passing grade has been earned may be repeated based on extenuating circumstances 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 have to provide a written statement as to goals for success and attach the statement to the petition prior to submitting the petition. Students are normally required to pursue other options for one semester. A student who feels there are extenuating circumstances should discuss options with a counselor. The College Standards 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. Academic Renewal

Students may alleviate substandard academic performance by submitting a petition for academic renewal as permitted under Title 5 of the California Education Code. Academic Renewal is subject to criteria as outlined in the Yuba College Catalog.

4. Other Circumstances

- Course equivalencies from other colleges – when (sealed) official transcripts from other accredited colleges and universities that are recognized by W.A.S.C. are submitted to the Yuba College Admissions & Records, courses have to 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. In order 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 parts of the petition.
- Foreign university transcripts must be evaluated for equivalency by an Evaluation Agency within the U.S.A. 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 as to either approval/denial of the petition.