



Petition for Extenuating Circumstances

Admissions & Records
3041 West Avenue K
Lancaster, CA 93536-5426
Phone: 661-722-6300 ext. 6504

Student Contact Information

Name: Last First MI

Student ID #: 900- -

Address: Street City Zip

Phone #:

AVC Email @students.avc.edu

Exception Request - Please Read Before Submitting Request

Consideration of exceptions to policies may be considered when extenuating circumstances beyond the control of the student prevented adherence to the published regulations. Not being aware of deadlines is not an acceptable reason for seeking an exception. Relevant documentation may be submitted with the petition for excused withdrawal.

34 C.F.R. 106.4 Students shall not be treated differently on the basis of parental, family, marital status or pregnancy and related conditions.

- Beyond maximum allowable repeats
Military \* or Excused Withdrawal
Drop with a W (after deadline) \* or Drop without W \*
Late Enrollment \* Add Authorization Codes (AAC):
Other Reason

\* Exception request marked with (\*) require supporting documentation.

Prior Course Taken (if applicable)

Table with 5 columns: Subject, Course Number, Semester, Year, Grade. Example row: English, 101, Fall, 2021, F

FUTURE Course (if applicable)

Table with 4 columns: Subject, Course Number, Semester, Year. Example row: English, 101, Fall, 2021

Please describe your request for exception to college policy and attach an additional page if necessary. This form should be returned to Enrollment Services either in person or via email: registration@avc.edu

Signature of Student:

Date:

By checking this box you acknowledge that you will use your AVC email account to submit the request and receive notification of your petition decision via your myAVC email.

Instructor / Division Dean Recommendation and Comments

Recommend Approval: Yes No

Signature - Instructor / Division Dean

Phone

Date

Office Use Only Approved Yes No

Course:

Term:

Signature - Dean / Director, Enrollment Services

Date