

VENTURA COLLEGE

SET YOUR COURSE

ADMISSIONS & RECORDS OFFICE

4667 TELEGRAPH ROAD, VENTURA, CA 93003

PHONE: (805) 289-6457

STUDENT'S PETITION TO CHANGE GRADE TO WITHDRAWAL

POLICY

Policy: Per VCCCD AP 4230, withdrawals shall not be permitted after the 14th week of a full-semester length course or 75% of total class meetings in a short-term course. In order for an exception to be permitted, a petition must be submitted and the student must provide documentation of verifiable extenuating circumstances. A petition is considered only in cases of verified accident, illness, or other circumstances beyond the control of the student.

Grade changes can be requested by the student no more than three (3) years after the term in which the grade was awarded, per VCCCD AP 4231.

A change of academic grade to Withdrawal (W) will be recorded only after this petition has been completed, signed by the student, approved by the course Instructor and Division Dean, and determined to meet the requirements of the policies of the Ventura County Community College District.

Student Name: _____ Student ID: 900 _____

Email (Optional): _____ Phone Number: (____) _____ - _____

Section 1: Petition for: ☐ Spring 20____ ☐ Summer 20____ ☐ Fall 20____

Course Name & Title: _____ CRN: _____ Withdrawal Deadline: _____

Justification for Request (Student must provide supporting medical, legal, or other appropriate documentation dated for the term in question. If supporting documentation is not provided, petition cannot be approved): _____

Student Signature: _____ Date: _____

Section 2: Instructor Approval ☐ Approved ☐ Denied

Comments: _____

Instructor Name (Print): _____

Instructor Signature: _____ Date: _____

Section 3: Division Dean Approval ☐ Approved ☐ Denied

Comments: _____

Dean Name (Print): _____

Dean Signature: _____ Date: _____

A&R Office Use Only: ☐ APPROVED ☐ DENIED Initial: _____ Date: _____

Student Notified (Initial): _____ Date: _____