



# Petition for Exception to:

Degree or Certificate Requirements  Graduation Policy  Admissions Policy

## STEP 1 - STUDENT INFORMATION

Student Name \_\_\_\_\_ SID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street Apt City State

Email \_\_\_\_\_ Are you currently enrolled?  Yes  No

## STEP 2 - DEGREE/CERTIFICATE INFORMATION

AA Degree  BAS Degree  AS-T Degree  AAS Degree  Certificate

Program of Study \_\_\_\_\_ Degree/Certificate \_\_\_\_\_

Intended Quarter/Year of Graduation \_\_\_\_\_ / \_\_\_\_\_

## STEP 3 - REASON FOR PETITION (check all that apply)

A.  Substitute Course Requirement (course syllabus and catalog description of substitute course must be attached)

| REQUIRED COURSE | SUBSTITUTE COURSE |
|-----------------|-------------------|
| _____           | _____             |
| _____           | _____             |
| _____           | _____             |

SUPPORTING STATEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.  Exception to Admissions or Graduation Policy

Policy Description \_\_\_\_\_

SUPPORTING STATEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STEP 4 - REQUIRED SIGNATURES

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

Please sign below to indicate petition has been reviewed.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign below to indicate petition  is  is not endorsed for the Admission/Graduation Committee Review.

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

For further assistance or information regarding the process, contact Student Records at records@columbiabasin.edu or 509-542-4524.

### Office use only

Approved  Denied  Recorded in Z999  Filed

# PETITION FOR EXCEPTION TO GRADUATION REQUIREMENTS

## STUDENT DIRECTIONS

1. After reviewing your degree progress with your academic or program advisor, determine which of the exceptions described below is/are appropriate for your academic program.
2. In Step 3, state precisely why the substitution and/or exception to graduation policy should be considered and review your statement with your academic/program advisor.
3. If a course substitution is being requested, the course substitution must be equal in credits to the required course. A copy of the course description from the appropriate catalog year and a copy of the course syllabus must be submitted. If the course was completed at another institution, an official transcript must be submitted.
4. To verify that your Petition has been reviewed, secure the signature of your academic/program advisor (Step 4). Academic/program advisors cannot recommend approval nor can they provide a supporting statement. The determination to approve or disapprove the Petition rests with the Admissions/ Graduation Committee.
5. Complete Steps 1-4 of the Petition including signatures. Make sure all supporting documentation is attached. The Petition will not be reviewed unless it is complete.
6. The completed and signed Petition must be submitted to the dean of the department no later than two weeks prior to the next Admissions/Graduation Committee meeting. The dean will forward the Petition to the Registrar for submission to the Committee. Contact Student Records for a schedule of the Admissions/ Graduation Committee meetings.
7. A determination, in writing, will be mailed to you no later than two weeks after the Committee has reviewed your Petition. The decision of the Committee is final.

## DESCRIPTIONS

1. **COURSE SUBSTITUTION:** Allowing another specific course to fulfill the intent of a required course for a specific degree.
2. **EXCEPTION TO ADMISSIONS OR GRADUATION POLICY:** A request to make a change in an admissions or a graduation requirement or policy for a specific degree due to exceptional circumstances.
3. **ACADEMIC/PROGRAM ADVISOR:** The CBC advisor who is assisting you in providing program specific advice and guidance.
4. **DEAN OF THE DEPARTMENT:** The senior administrator who has authority over specific college programs within a department.
5. **ADMISSIONS/GRADUATION COMMITTEE:** A CBC-sanctioned Committee comprised of faculty representatives from each discipline/department who are authorized to review and decide on requests for exceptions to an admissions and/or graduation policy, procedure, or on degree requirement.

