Columbia Basin College

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

PolicyDescription _____

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.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.