



College NOW PETITION FORM

College Now's registration and deadlines are clearly communicated to students via multiple methods and it is the student's responsibility to comply with these published deadlines and policies. In cases of exceptional circumstance, students can request an exception to a published academic policy by submitting the College Now Petition Form to the College Now office. Such policies may include but are not limited to late drop or withdrawal, late registration, and/or refund of fees.

In order for your petition to be considered, you must demonstrate that there were **non-academic extenuating circumstances** beyond your control which prevented you from complying with published dates and deadlines. These may include but are not limited to: serious injury or illness, death in the immediate family, and/or employment issues.

Supporting documentation attached to your petition is not required, but will potentially expedite the decision on your petition.

Students must submit the petition form and include documentary evidence to support the request if applicable. Each case is decided upon its own merits and the decision of Instructional Dean is final and not subject to appeal, unless there is information pertinent to the outcome, which was not submitted at the time of the initial request.

Student Information

_____	_____	_____		
<i>Last</i>	<i>First</i>	<i>Middle</i>		
_____		_____	_____	_____
<i>Mailing Address</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
_____			_____	
<i>COCC ID (820#####)</i>			<i>Date of Birth (MM/DD/YYYY)</i>	
HOME/CELL PHONE _____		HIGH SCHOOL _____		

STUDENT'S PERSONAL EMAIL: _____

Statement of Purpose

Please provide a concise sentence detailing the reason you are petitioning.

Support Documentation

Following is a list of required or encouraged documentation for standard petitions:

- If petition is to **add** one or more classes:
 - Attaching a completed College Now [Registration Form](#) is **required**.
 - Attaching documentation from instructor(s) is strongly encouraged. This documentation is the instructor's choice to provide.
- If petition is to **drop/withdraw** from one or more classes after the deadline to do so:
 - Attaching documentation from instructor(s) is strongly encouraged. This documentation is the instructor's choice to provide.
- If petition is for **medical, clinical or employment reasons**:
 - Attaching documentation from a doctor, therapist or school counselor is **required**. If not attached to original petition, you will receive a request for this information before a decision is made.

If applicable, please list documentary evidence included with this petition form:

- 1.
- 2.
- 3.

Detailed Petition Narrative

Describe (500 words or less) Class(es) involved, Reason for petition, Implications for high school graduation and college readiness, Thorough personal statement explaining why you feel the petition is warranted and should be approved:

Petition Decision

Action Regarding Petition

Approved **Denied** Other:

Reason for Decision (if applicable):

HS Partnerships Signature: _____

Date: _____

**SUBMIT THIS FORM DIRECTLY TO COLLEGE NOW
2600 NW COLLEGE WAY, BEND OR 97703, OR VIA EMAIL
(COLLEGENOW@COCC.EDU)**