

**PENSACOLA STATE COLLEGE
PETITION
STUDENT ACADEMIC APPEALS COMMITTEE**

Please print or type the requested information. Remember: What you write/type will be reviewed by the members of a Committee making the decision on your request.

Student ID Number* _____ Last Name _____ First _____ MI _____
*do not use your SSN

Address _____ City _____ State _____ Zip _____

Primary Telephone _____ Secondary Telephone _____ email (Pirate Mail or other) _____

LATE WITHDRAWAL: If you are requesting to withdraw from a class after the established withdrawal deadline, you must provide documentation of the mitigating circumstance that prevented you from processing the official withdrawal by the deadline date or the extenuating circumstances that makes continued attendance in ALL classes impossible. List the class(es) and term for which the late withdrawal is requested:

Clearly state your **REQUEST** and provide **JUSTIFICATION** that you believe supports your request. Use additional paper or the reverse side of this form if more space is needed. Documentation is required for any late withdrawal requests (see above). Requests for waivers of existing policies and procedures may not require documentation, but your request must be clearly stated and justified.

Date _____ Student Signature _____

Advisor review of your request is required. Please meet with an advisor on any campus or center for this review.	
<input type="checkbox"/> Support student's request	<input type="checkbox"/> Do not support request
Date _____	Advisor Signature _____

Submit the petition (including the advisor review/signature) and any documentation to the Registrar's Office. Your request will be forwarded to the Student Academic Appeals Committee.