



Admissions & Records
 Petition to Reinstate Catalog Rights
 (BP/AP 4100 Graduation Requirements for Degrees and Certificates)

A student who requests an exception to Board Policy 4100 may submit a Petition to Reinstate Catalog Rights for review. Eligibility for consideration of an exception includes an interruption or loss of catalog rights due to **extenuating circumstances**. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Official supporting documentation is required for consideration. Students must meet all graduation requirements in place for their catalog year in order to have the “petition to reinstate catalog rights” considered.

Step 1: Complete the following personal information:

Name _____ SBCC ID K _____
 SBCC Pipeline Email _____@pipeline.sbcc.edu Phone _____

Step 2: Complete the following regarding your request:

What catalog year are you requesting to have reinstated in order to graduate under the General Education, department requirements and other graduation requirements? _____ (i.e. 2008 – 2009)

Step 3: Verify the completion of all graduation requirements in place for the catalog year requested. Attach a copy of your Degree Works audit or counselor evaluation.

Step 4: Attach a typed personal statement describing the extenuating circumstances that prevented you from maintaining continuous enrollment.

Step 5: Attach official documentation supporting the extenuating circumstances described in your personal statement.

Step 6: Sign, date and return the completed petition and supporting documentation to **Admissions & Records or fax to (805) 962-0497**.

By my signature below, I acknowledge that my petition will be reviewed and that the results of my petition will be sent to my SBCC Pipeline email.

 Student Signature Date

For Office Use Only:	
Comments: _____	
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Denied	_____
<input type="checkbox"/> More information requested	_____
<input type="checkbox"/> Incomplete petition / No action	_____
	Notified: _____
	Processed by: _____
_____ Dean, Educational Programs	_____ Date