



**MORENO
VALLEY
COLLEGE**

EXTENUATING CIRCUMSTANCES PETITION (ECP)

Admissions & Records

This petition is for students who encounter situations involving extenuating circumstances, or emergencies that may affect their educational records & fall outside the realm of normal college policy and procedure. In all cases, it is the student's responsibility to document how the extenuating circumstances affected their ability to comply with normal college policies and procedures.

Please note:

Students have only 12 calendar months following the semester in which the grade was recorded to submit this petition. (*MVC Campus Catalog*)

Please note: neither a lack of awareness of deadlines; an expected failure in a course; or a lack of understanding about the Waitlist represent appropriate justification to approve an ECP unless they are also supported by an extenuating circumstance.

Checklist/Instructions:

- ___1. Obtain an Extenuating Circumstance Petition (ECP) from the Admissions and Records office on the Riverside Community College District (RCCD) campus where the course was taught.
- ___2. Complete the form completely and provide a thorough explanation of the circumstances. Use additional paper if necessary. Missing or incomplete information may delay the petition or cause it to be denied outright.
- ___3. Attach the documentation that best supports your request. **IT IS THE STUDENT'S RESPONSIBILITY TO SECURE AND SUBMIT APPROPRIATE DOCUMENTATION. INSUFFICIENT DOCUMENTATION MAY RESULT IN A DELAY OR DENIAL OF THE PETITION.** All submitted documentation will remain confidential. Appropriate documentation might include copies of your medical records, an accident report, unofficial transcript, police report, copies of relevant correspondence, etc.
- ___4. Return the completed form to the Admissions & Records office at the RCCD campus where the course was taught.
- ___5. Allow 6-8 weeks for processing. Responses will be sent via US Mail to the address indicated on the form. This form does **not** constitute a change of address with the college.

Received by A & R _____ (initial and date)



Extenuating Circumstances Petition
Admissions & Records

Extenuating circumstances including accidents, illnesses, or other circumstances beyond the control of the student must be verified and documented. Students have one year following the semester in which the grade was recorded to submit this petition. This petition is a formal request for an exception to, or waiver of college procedures.

Name: Last First M.I. RCC Student ID Number
Address: Street City State Zip
Phone: () Student Email Address:

This petition, whether approved or denied, may affect your obligations or status as a financial aid, scholarship, or loan recipient. If you are a recipient of financial aid, it is your responsibility to consult with Student Financial Services regarding any possible impact on your account. All financial aid recipients must obtain a signature from Student Financial Services.

- Are you currently on Financial Aid? YES NO
Did you receive Financial Aid during the semester this petition references? YES NO

If you answered YES to either of the above two questions, you must obtain a signature from Student Financial Services.

Student Financial Services Department Signature Title/College Date

Please list specific course information. Incorrect or missing information may delay your petition.

College Class Title (ex: MAT-35) 5-Digit Section# Semester & Year
Request: Refund Remove W* Other (brief explanation)

*Please note that per district policy, W's may not be removed from a transcript if the student attended more than 20% of course.

Clearly state your request and explain the extenuating circumstances. If necessary, please attach additional paper. Please note how the extenuating circumstances prevented you from complying with regular college procedures. ANY IDENTIFIED EXTENUATING CIRCUMSTANCES MUST BE SUPPORTED BY APPROPRIATE DOCUMENTATION:

Student Signature: Date:

ALLOW AT LEAST 6-8 WEEKS FOR PROCESSING. YOUR RESPONSE WILL BE MAILED TO THE ADDRESS YOU INDICATED ABOVE.

Administrative Use Only

Faculty/Instructor note: Removal of W grade should not be recommended if student participated in more than 20% of course. No approval should be recommended unless student has provided appropriate documentation or unless you have personal knowledge of the extenuating circumstances. If your recommendation is based on conversation(s) with the student, please indicate as much in the comments below. Also, please note that per RCCD policy (AP 5075) and California State Education Code (Title 5, Section 58004) inactive students must be dropped prior to census date.

Instructor/Department Chair/Dean of Instruction Recommendation: Recommend Approval Recommend Disapproval
Comments:

Instructor/Department Chair/Dean of Instruction Signature Title Date

Admissions and Records Office Use Only

Approved Denied Comments:

Signature of Director, Enrollment Services: Date:

A & R staff: Date Rec'd: Course information verified: Meets 1 yr. deadline: YES No ID Verified
Documentation: YES No SFS Signature Required YES No A&R staff signature: