

OFFICE USE ONLY

Date Action Taken: _____

What Action Taken: _____

Initials: _____



Petition to the Admissions and Credits Committee

Date form picked up:

Date form returned:

Directions:

1. Complete Section I
2. Secure proper signatures in Section II
3. Attach a letter fully explaining your request
4. If payment is required, must attach or show proof of financial aid
5. Return Petition to A&C Committee (incomplete petitions will be returned)
6. Students will be notified of the decision within 2 weeks by BRCTC email

SECTION I: To be completed by the student

Name: _____ Degree: _____

Student ID _____ Email: _____ Phone #: _____

Mailing Address: _____

Does Petition involve the final 12 hours required for the degree? Yes No

Will this petition require payment or financial aid? Yes No

Requests permission to:

Withdraw from a class

Add/Drop classes after add/drop period

Apply for Graduation Late

Other _____

CRN;SUBJ; CRS.NO;SEC Course Adding _____

CRN;SUBJ;CRS.NO;SEC Course Dropping _____

Attach a separate letter addressed to the Admissions & Credits Committee fully explaining the request.

STUDENT SIGNATURE: _____ **Date:** _____

SECTION II: Signatures/Approvals gathered by the student

Advisors Signature: _____ **Date:** _____ Approve Not Approve

Comments: _____

Instructor's Signature: _____ **Date:** _____ Approve Not Approve

Student HAS HAS NOT been attending my class regularly (if adding a class)

Comments: _____

SECTION III: To be completed by A&C Committee

Action by Admissions and Credits Committee: GPA: _____ Degree Verified:

Approved Not Approved Additional Information Requested

Comments: _____

Chair of Admissions & Credits Committee Signature **Date**