



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

A student who requests an exception to Administrative 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.

1. Complete the following information:

Name _____

SBCC ID K _____

SBCC Email _____ @pipeline.sbccc.edu

Phone _____

What catalog year are you requesting to have reinstated? _____ (2020-2021, 2021-2022, etc.)

2. Verify the completion of all graduation requirements in place for the catalog year requested. Attach a copy of your degree audit or counselor evaluation.

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

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

5: Sign, date and return the completed petition and supporting documentation to **Admissions & Records at SS-110, email to Admissions@sbccc.edu, or fax to (805) 962-0497.**

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

Student Signature

Date

<i>For Office Use Only</i>		Comments:	
Approved	Denied	Notified: _____	
More information requested			
Incomplete petition / No action			
_____ Scholastic Standards Committee		Date	Processed by: _____