



# PETITION FOR EXCEPTION TO POLICY

SUBMIT TO: ENROLLMENT SERVICES - FIRST FLOOR LYNNWOOD HALL  
20000 68<sup>TH</sup> AVENUE W  
LYNNWOOD, WA 98036

In order to grant an exception to policy, you will need to provide valid justification and documentation that will withstand a state audit. We also need to know exactly what you want us to do. Be precise and thorough in your request, and explain it fully.

We will contact you through your email account if we have questions, or when a decision has been reached. Decisions normally will be made within two weeks of receipt of the completed petition. Quarter breaks, grading periods, or other campus closures may cause delays in processing.

<b>NAME:</b>	<b>ctcLink ID:</b>	<b>EMAIL:</b>
<b>QUARTER:</b>	<b>YEAR:</b>	<b>COURSE (if applicable):</b>
<b>Are you receiving financial aid?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Are you receiving veteran's benefits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**REQUIRED:** *Incomplete petitions or those without documentation will be denied.*

1. Explain fully what you want us to do. Attach additional sheets if necessary.
2. Explain your extenuating circumstances, and attach documentation such as receipts, records, faculty's support, etc.
3. Sign and date at the bottom, and submit all documents at Enrollment Services, first floor Lynnwood Hall.

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By petitioning for an Exception to Policy, I understand that my Financial Aid, scholarships, or any other awards or eligibility may be negatively affected. I also understand that it is the student's responsibility to withdraw from any unwanted courses in accordance with published campus deadlines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>			
Date Received: _____	Initial: _____	Approved / Denied: _____	
Processed by: _____	Date: _____	Rev: 08/19/2021	