REQUEST TO WAIVE PETITION DEADLINE AND/OR POST-GRADUATION ADJUSTMENT

A petition to adjust a student's record **must be made within one year following the end of the semester in which the course(s) were taken**. Additionally, a petition for adjustment of record **will not be considered for course(s) within a completed program of study from which the student has graduated**. The College Registrar may grant special permission to waive either of these requirements if the student has documented compelling evidence of a circumstance or condition which prevented timely submission of the original petition.

Submission must include:

1. Typed statement explaining the extenuating reason(s) why the petition was not submitted within one year of the semester in which the courses were taken and/or prior to graduation.
2. Documentation supporting the inability to file a timely petition. Examples may include official medical documentation indicating the nature and severity of the illness or official military orders.

The Registrar's decision will only be available through the college's official notification system.

PLEASE PRINT

Student Name: _____ Student ID: _____

Phone: _____ SF Email Address: _____

Term and year requested: *(Example: Spring 2022)* _____

Please specify your request:

_____ **Request to Waive Petition Deadline** _____ **Request for Post-Graduation Adjustment**

By signing this document, I certify that all information submitted is complete and accurate. I also understand my documentation is subject to verification by the Office of The Registrar, and in cases where submitted documentation is forged, tampered with or otherwise fraudulent, I may face criminal and/or disciplinary actions in accordance to applicable Federal and State laws, and/or college policy as defined in the Student Conduct Code.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

_____ Approved _____ Denied Authorization: _____ Date: _____

Notes: _____

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Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to SF's Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu.