



PETITION FOR EXCEPTION TO POLICY

SUBMIT TO: Enrollment Services - 1st Floor Lynnwood Hall
20000 68th Ave W
Lynnwood, WA 98036

OR EMAIL TO: **registration@edmonds.edu**

In order to grant an exception to policy, you will need to provide valid justification and documentation that will withstand a state audit. For example, if you say you never attended, you will need to contact the instructor and submit a statement from them proving that you never attended. 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.

NAME:	ctcLink ID:	EMAIL:
QUARTER:	YEAR:	COURSE (if applicable):
Are you receiving financial aid? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you receiving veteran's benefits? <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 to Enrollment Services, first floor Lynnwood Hall, or email them to: registration@edmonds.edu.

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: _____

OFFICE USE ONLY:		
Date Received:	Initial:	Approved / Denied:
Processed by:	Date completed:	