

CONFIDENTIAL

FORM Z - FOR FACULTY USE ONLY

Shoreline Community College
STUDENT WRITTEN REQUEST TO INSTRUCTOR FOR HARDSHIP GRADE

Definition of “Z” Grade: Hardship Withdrawal – This grade may be given at the student’s written request and the instructor’s agreement that a crisis and/or unusual, extreme circumstance has occurred which has interfered or interrupted the student’s ability to attend class and perform course work for the current quarter. This grade will not be considered in Shoreline Community College GPA calculations.

Student Name _____ Quarter: SU ____ FALL ____ WTR ____ SP ____
Student ID Number _____ Year: 20 ____
Address _____ Name of Class/Course # _____
_____ Zip _____ Item # _____
Daytime Phone (____) _____ Instructor’s Name _____
Cell Phone: (____) _____ Email _____

If the current quarter is still in progress, the instructor must sign and date a Schedule Change Form assigning the “Z” (if authorized). It is the STUDENT’s responsibility, not the instructor’s, to submit the Schedule Change Form to the Registration Desk.

If the quarter has concluded, instructors must sign a grade change form and submit it to the Registrar’s office. This Petition may be attached to that grade change form.

NOTE: Grade changes are allowed only within one year of the date on which the original grade was issued.

In the space below, or on a separate sheet, please describe your situation. You may attach any additional documentation if needed. Place this in a sealed envelope and deliver to the Instructor or Department of the class you are petitioning.

OR mail to Instructor and/or Department, Shoreline Community College, 16101 Greenwood Ave. N., Shoreline, WA 98133

DESCRIPTION OF CIRCUMSTANCES, including important dates (attach more pages and documentation if needed):

- Describe the crisis and/or extreme circumstance which has interfered with or interrupted your ability to attend class and perform course work for the current quarter.
- List/provide any information which supports your request for a hardship withdrawal (Z) grade.
- If the hardship is of a personal nature, circumstances may be described verbally to the instructor.

BE SURE TO PRINT CLEARLY IF NOT TYPING. This document may be kept by the instructor or placed in your student file in Enrollment Services.

Student’s Signature: _____

Date: _____

THIS SECTION TO BE COMPLETED BY INSTRUCTOR (or DIVISION DEAN)

Date Petition Received: _____

Petition Decision ___ Approved ___ Denied ___ Incomplete-more information needed

Returned to Student on _____ (date)

Comments/Action: _____

Instructor's Signature: _____

Date: _____

Student notified of decision of petition ___ by phone/Left message _____ (Date) ___ by letter _____ (Date)

INSTRUCTOR: This is a confidential document. Please keep it in a secure place or submit it in a sealed envelope to the Registrar's Office.

Revised 4.28.04