

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 student may request a hardship withdrawal grade and submit this form to the instructor for approval. If approved, the hardship withdrawal grade of Z will be entered on the grade roster at the end of the quarter.

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 11.14.16