

Student Information

Name of Student	ctcLink ID	Student Email

Purpose of This Form

Petition for Policy Exception: Use this form as a formal request for an exception to the Registration and Records published dates to add or withdraw from classes. This process can only be used if an unanticipated incident or emergency occurred that hindered you from completing classes or complying with registration deadlines. Reoccurring conditions are not considered unanticipated. Please review the Registration Dates and Deadlines at <https://registration.highline.edu/registration/dates-and-deadlines/> for more information about our published dates.

International Student Programs (ISP): Are you participating in ISP? **Yes** **No**
 If yes, this petition does not address F-1 status regulations. International Students are required to include a supporting document from the International Student Programs (ISP) office with this petition.

Financial Aid: This Petition does not address Financial Aid policies and procedures. Withdrawals and refunds for financial aid recipients are in accordance with federal and state regulations and in consultation with the financial aid office.

Are you receiving Financial Aid? **Yes** **No** Are you receiving Veteran Benefits? **Yes** **No**

Instructor or Class Room Complaints: This Petition does not address instructor or class room complaints. For instructor or class complaints, see the Instructional Grievance Policy at <http://catalog.highline.edu> under Instructional Policies and Procedures.

The Quarter I am Petitioning

Fall Quarter 2026
Winter Quarter 2026
Spring Quarter 2025
Summer Quarter 2025

Petitions must be submitted within 30 days after the quarter ends to be considered for review. Petitions will not be accepted outside of this time frame.

I am Requesting To (check all that apply)

Add a Class After the Quarter Deadline By selecting this option, you have agreed to assume all responsibilities for charges associated with this enrollment
Receive a Tuition Refund
Withdraw After the Quarter Deadline
Remove My Late Registration Fee

***** A Registration Add/Drop Form is **REQUIRED** if you are petitioning to add or withdraw from classes.

Exception That Applies to Me

Below are the types of exceptions the college may consider. Please check the box next to the category related to your circumstance and provide the documentation specified in the *Required Documentation*. **A written statement explaining the reason for your petition is also required.**

Medical	<p><u>WA State Law: RCW 28B.15.605</u> Unexpected and/or non-recurring, incapacitating injury or illness requiring extensive recuperation.</p> <p><u>Required Documentation</u> A letter from your health care provider on their letterhead, that includes a description of the condition and the impact on your ability to attend classes, the date it occurred, the anticipated recuperation time and date to be released back to normal activities.</p>
Death	<p><u>WA State Law: RCW 28B.15.605</u> A death in the immediate family which includes parents, grandparents, aunts, uncles, spouse/partner or child or any dependent in the household.</p> <p><u>Required Documentation</u> Death certificate, an obituary notice or memorial indicating your relationship to the deceased and your flight itinerary, if necessary.</p>
Military	<p><u>WA State Law: RCW 28B.10.270</u> Orders to report for active duty.</p> <p><u>Required Documentation</u> Copy of written orders.</p>
Hardship	<p>A significant and unanticipated personal emergency/circumstance beyond your control.</p> <p><u>Required Documentation</u> Appropriate documentation specifying the date of the personal emergency/circumstance with sufficient details supporting the incident.</p>
Administrative Error	<p>For fees and tuition forfeitures that are incurred as the result of an administrative error.</p> <p><u>Required Documentation</u> Written verification from the staff member, faculty and /or division chair confirming the error of your personal records.</p>

Have you submitted a Petition for Policy Exception or Registration Petition in any previous quarter? If yes, please provide quarter and reason for petition.

Year/Quarter

Reason

Student Signature _____ Date _____

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 students responsibility to withdraw from any unwanted courses in accordance with published campus deadlines.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 25 room 531 email: access@highline.edu, PHONE: (206) 592- 3857 TDD/VP (206) 870-4853.

Please include a typed statement explaining the reason for your petition in the space provided below and include supporting documentation related to your circumstance. In most cases, decisions will be determined based on the date the unanticipated incident or emergency occurred, the date of the add or drop transaction and/or the last date of attendance posted by faculty. Approval of the petition is not guaranteed and the decision is final. Petitions submitted that do not include the required documentation will not be processed and will be emailed back. Results of the petition will be emailed within 6 weeks.

Registration Add/Drop Form

Complete and Submit to Registration, Building 6
Do Not Use Pencil

Registration Office, MS 6-4
(206) 592-3242
E-mail: registration@highline.edu

PLEASE USE INK ONLY

Last Name _____ First Name _____ Middle Initial _____ ctcLink

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Previous Last Names _____ Day Phone _____ Date of Birth _____

Street _____ Apt # _____ City _____ State _____ Zip _____

E-mail Address _____ @students.highline.edu **Quarter:** Summer Fall Winter Spring **Year:** _____

- What is your goal for attending college? Select one: Taking
- ☐ courses related to current or future work (11)
 - ☐ Transfer to 4-year school (12)
 - ☐ High school diploma or GED (13)
 - ☐ Explore career direction (14)
 - ☐ Personal enrichment (15)
 - ☐ Other (90)

The college appreciates your response to the following questions. All information will be maintained with the strictest confidentiality.

What is your sexual orientation?

Bisexual(72) Gay(99) Lesbian(21) Queer(28) Straight/Heterosexual(23) Other(01) Prefer not to answer(57)

What is your gender identity?

Feminine(22) Masculine(77) Androgynous(52) Gender Neutral(35) Transgender(27) Prefer not to answer(57)

Over 18 Credit Authorization

Advisor Name

Advisor Signature

Total Credit Before Change

Total Credit After Change

ADD: List classes you are adding

Item Number	Course Name and Number	List # Credits Added <input type="checkbox"/> Check if variable credit class	Check for Audit or waiver	Instructor signature authorizes student to be added to your class and meets pre-requisites.	Class Entry Code

DROP: List the classes you are dropping. Financial aid students, check with that office to avoid negative outcomes.

Item Number	Course Name and Number	List # Credits Dropped <input type="checkbox"/> Check if variable credit class	Instructors' Signature (if required)

Student Signature (authorizes Highline to add/drop classes as listed above) _____ **Date Signed** _____

Registration Staff Use Only