



Student Petition Form

Students may request an exception to college policy or procedure, a medical withdrawal, grade appeal, Academic Amnesty, and other considerations for review with this form. When completing this form; state your request, describe the specific incident or hardship and attach supporting documentation. Petitions should be filed in the semester of occurrence, but no later than one semester following the occurrence except in requests for Amnesty.

Please print clearly

Name: _____ Student ID: _____
 Address: _____ Phone: _____
 City, State Zip: _____ Semester: _____

I am requesting (check all that apply):

- Drop courses/remove charges
 Add a course after the deadline
 Medical Withdrawal
 Withdrawal after the deadline
 Drop a course after the deadline (withdrawal from all courses only)
 Final grade appeal
 Academic Amnesty/Fresh Start

Other: _____

Courses Enrolled in this Semester:

Course Prefix	Course Number	Section Number	Instructor's Name

Instructions:

- On the back of this form, please explain your request and reasons why your petition should be granted. (Attach additional pages if needed.)
- Attach required documentation and submit to the Dean of Student Services.

Extenuating Circumstances: (Petitions without documentation **will not** be considered.)

- Medical:** Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibited successful completion of the term. Documentation of the student's treatment from a medical or mental health professional should be on letterhead, including the dates of treatment and a telephone number for verification.
- Hardship:** Personal, work, economic crisis or emergency.
- Grade appeals:** An error in calculating the grade. Notification or communication from faculty to students was not clear and/or timely concerning criteria for grade determination. Standards were inconsistently applied for evaluation of student academic performance. The assignment of a grade was based on factors other than student achievement.
- Other:** Death or serious illness of an immediate family member or other significant hardship.

These are guidelines and do not guarantee approval. The Petition Committee decides each case on its own merit.

The information I have provided is complete and true to the best of my knowledge.

Student Signature: _____ **Date:** _____

Office Use Only

Result of Petition Approved Denied

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Details: _____

Course drop with refund
 Withdrawal with refund
 Withdrawal no refund
 Amnesty approved

Course add approved
 Course drop approved

CC: Business Office
 Financial Aid
 IT
 Registration
 Other: _____

