



**MIAMI DADE COLLEGE • KENDALL CAMPUS
STUDENT SERVICES PETITION COMMITTEE
OFFICE OF THE DEAN OF STUDENTS
11011 S.W. 104th Street, Room 3204
Miami, Florida 33176-3393**

REQUEST FOR PETITIONS COMMITTEE ACTION

TO THE STUDENT:

- **READ THE GUIDELINES ON THE OTHER SIDE BEFORE COMPLETING THIS FORM.**
- **Submit a personal letter with this completed form describing the situation and the reason(s) why you are requesting action by the committee.**
- **PROVIDE documentation which will support the statements in your letter. Such documentation must be submitted with the petition. Example: Copies of hospital bills, statement from doctors indicating dates of treatment, or statements from employers on their letterhead stationery. Statements from physicians must also be submitted on letterhead stationery.**

Name (Print): _____ **MDC Student ID #:** _____
Last First

Local Address: _____
City, State Zip Code

Telephone: () _____ () _____ () _____ () _____
Daytime Evening Cellular Other

REASON FOR PETITION:

() **Request for 100% refund:** Year _____ Term _____

() **Request for grade(s) of W without refund:** Year _____ Term _____

COURSE(S) FOR WHICH PETITION IS FILED:

Course Abbr. & #	Reference #	Term/Year	Course Abbr. & #	Reference #	Term/Year
Course Abbr. & #	Reference #	Term/Year	Course Abbr. & #	Reference #	Term/Year
Course Abbr. & #	Reference #	Term/Year	Course Abbr. & #	Reference #	Term/Year

Were you receiving Financial Aid or Veteran's Benefits during the term(s) indicated? Yes _____ No _____

 Student's Signature _____/_____/_____
 Date

GUIDELINES FOR SUBMITTING A PETITION

Since information concerning procedures and dates for withdrawal is widely publicized, the Petitions Committee will not consider petitions from students who claim they “did not know” withdrawal procedures and dates. The appropriate documentation must accompany each petition. A separate form must be used for each term.

In accordance with the forgiveness policy of the state articulation agreement, failing grades should be adjusted by repeating a course. The Petitions Committee considers written petitions from students who are requesting exceptions to the financial and withdrawal policies of the College. The following are guidelines for decisions in this area:

1. “I” (Incomplete) grades are awarded on the basis of a contract between the student and the instructor, and therefore are not reviewed by the Petitions Committee. For a change of an “I” grade, the student should contact the instructor. The “I” grade cannot be changed to a “W”.
2. The Petitions Committee is authorized to consider a grade change to a “W” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline. In no instance is the committee authorized to deal with grade changes which question the professional judgment by the faculty member of the student’s performance in the course. Any grade changes other than to a “W” should be made through the Academic Department.
3. You may petition for a refund for the following events **occurring prior to the midpoint of the term**:
 - a. Illness or injury to the student or immediate family.
 - b. Involuntary work schedule change or transfer.
 - c. Death of a member of the immediate family of the student.
 - d. Jury duty or direct involvement by the student with a current legal action.

Supporting documentation must be provided. The instructor must agree that the course cannot be completed. The event must result in an extended absence of not less than nine consecutive class hours.

For these events occurring after the midpoint of the term, you may petition only for a withdrawal without refund. The course(s) will be listed on the transcript with a “W” grade.

Appropriate documentation must be submitted.

4. The committee cannot authorize a refund without also deleting the grade from the transcript. If the grade or registration was used for Veteran, Immigration, or Financial Aid purposes, these agencies will be notified.
5. **APPEALS FOR A GRADE CHANGE OR REFUND must be submitted NO LATER THAN THE END OF THE FOLLOWING MAJOR TERM.**