

## REQUEST FOR PETITIONS COMMITTEE ACTION

**INSTRUCTIONS: READ THE GUIDELINES ON THE OTHER SIDE BEFORE COMPLETING THIS FORM**

The student **MUST SUBMIT** and provide the following documentation attached to this form.

1. **A Personal Letter:** The letter must describe the situation and the reason(s) for requesting action by the committee.
2. **Documentation:** Provide documents that support the statements in your letter. Example: A statement from doctors indicating dates of treatment and release on letterhead stationary; or statement from employer.
3. **Recipients:** Financial Aid and Veterans Benefits recipients will be billed for any overpayment.

**A. PERSONAL INFORMATION: Please print**

Name: (print) \_\_\_\_\_ Student Number: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Apt. Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**B. REASON FOR PETITION**

**Request for:**

1. A complete withdrawal and 100% refund: Year \_\_\_\_\_ Term \_\_\_\_\_
2. A "WN" non-punitive withdrawal status without refund. Year \_\_\_\_\_ Term \_\_\_\_\_

**C. COURSE(S) FOR WHICH PETITION IS FILED:**

Course Number Reference No. Year/Term

Course Number Reference No. Year/Term

Course Number Reference No. Year/Term

Course Number Reference No. Year/Term

**D. QUESTIONS:**

**E. WITHDRAWAL CHECK LIST: Signature Required**

- |                                                                                   |                              |       |
|-----------------------------------------------------------------------------------|------------------------------|-------|
| 1. Were you an International Student during the term indicated? Yes ___ No ___    | _____                        | _____ |
|                                                                                   | International Student Office | Date  |
| 2. Were you receiving Financial Aid during the term indicated? Yes ___ No ___     | _____                        | _____ |
|                                                                                   | Financial Aid Office         | Date  |
| 3. Were you receiving Veterans Benefits during the term indicated? Yes ___ No ___ | _____                        | _____ |
|                                                                                   | Veteran's Office             | Date  |

**\*If you answered YES to any of these questions, you must speak with an area representative and obtain their signature before submitting the petition to the Dean of Student Services Office in Room 1353.**

1. Approved \_\_\_ 2. Denied \_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Dean or Designee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**F. STUDENT SIGNATURE REQUIRED:**

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION:**

If you are a Financial Aid recipient for the term specified on the appeal form, you **MUST** have a financial aid representative explain consequences of a withdrawal and/or refund and **sign section "F"**. Also please read the Guidelines for Submitting a Petition found on the back of this form. Thank you.

## 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 that they, “**did not know**” the withdrawal procedures and dates. The appropriate documentation must accompany each petition. **A separate petition form must be used for each term.**

The Petitions Committee considers written petitions from students who are requesting exceptions to the financial withdrawal policies of the College. The following are guidelines for decisions in this area:

- I. “**I**” 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 change of an “**I**” grade, the student must contact the instructor.
- II. The Committee is authorized to consider grade changes to a “**WN**” only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course by the appropriate deadline. A “**WN**” status is only used for events occurring after the mid-point of the term, and will appear as “**W**” grade on the academic transcript. Additionally, a “**WN**” status will not be included in the Standards of Academic Progress (SOAP) calculations of the ratio of credits registered to credits earned. Please note that withdrawals may have financial repercussions. In no instance is the committee authorized to deal with grade changes which question the professional judgment of the faculty member regarding the student’s performance in the course. Any grade changes other than to a “**W**” must be made through the Academic Department.
- III. 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.

The event must result in an extended absence of not less than nine (9) consecutive class hours. The instructor must agree that the course cannot be successfully completed.

- IV. 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 and you will be billed for any overpayment.
- V. Petitions for a grade change or refund **MUST** be submitted **no later than the end of the following major term.** Summer A and Summer B terms will not be considered for this purpose as a major term.
- VI. Sign and date the completed form in the appropriate space and submit with documentation to the Office of the Assistant Student Dean at the InterAmerican Campus, Room 1353.