

IMPORTANT INFORMATION

**YOU MAY TURN IN PETITION TO THE
ASSISTANT DEAN OF STUDENTS**

Room 1354 Monday through Friday until 4:30 pm OR

Office of Retention & Transition Services in Room 1121 after 4:30 pm.

YOU CAN ALSO FAX TO: 305-237-6179 or email petition to mperez4@mdc.edu

**PLEASE REMEMBER: PETITIONS MUST INCLUDE: COMPLETED PETITION FORM,
PERSONAL LETTER AND SUPPORTING DOCUMENTATION.**

INCOMPLETE PETITIONS WILL BE RETURNED TO STUDENT!

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:

1. Were you an International Student during the term indicated? Yes ___ No ___
2. Were you receiving Financial Aid during the term indicated? Yes ___ No ___
3. Were you receiving Veterans Benefits during the term indicated? Yes ___ No ___

E. WITHDRAWAL CHECK LIST: Signature Required

International Student Office Date

Financial Aid Office Date

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 1354.