

## Request for Petitions Committee Action Instructions

Petitions for a grade change to “W” or refund must be submitted no later than the end of the following major term.

A student can submit this petition **no later** than the end of the following major term for which the course withdrawal is sought. A student must complete this form and attach all required documents supporting the extenuating circumstances that impacted negatively his/her attendance and/or progress in one or more courses at Miami Dade College. A student may petition for a withdrawal **with a refund** only for circumstances that occurred before the midpoint of the term; he/she may petition for a withdrawal **without a refund** only for circumstances that occurred after the midpoint of the term. Examples of extenuating circumstances and required documentation for the purpose of this petition are as follow:

- **Illness or injury to the student or student’s parent, sibling, spouse or child requires the following documentation:**
  - Letter on official hospital letterhead signed by the attending physician stating the illness/injury and the services provided to the student, as well as related dates. The illness/injury must have occurred during the term for which this petition is sought.
  - If the student suffered an accident, an official report of the occurrence, such as a police report, should be submitted as well.
  - Illness/Injury/Death to the student or family member (i.e. parents {biological, domestic, foster}, siblings {biological, half}, spouse {domestic partners}, child {biological, step}, grandparents {biological, domestic, foster, step}). The student must show proof of relationship to the ill/injured relative (i.e., birth certificate of the student’s ill/injured child or student’s marriage license to ill/injured spouse, etc.).
- **Involuntary work schedule change or transfer requires the following documentation:**
  - Letter on official company letterhead signed by the employer/supervisor indicating student’s original work schedule, effective date of schedule change, and the new workschedule.
  - If the student was hired, terminated or transferred during the term for which the petition is sought, then the letter must state effective date of employment, termination or transfer.
- **Jury duty or student’s direct involvement with current legal action requires the following documentation:**

Official record or written statement signed by the clerk of jury duty or legal action. Divorce documents and/or court records must also be submitted.
- **Death of the student’s parent, sibling, spouse or child requires the following documentation:**

Copy of obituary/death certificate naming the deceased and/or proof of the student’s relationship.
- **Involuntary call to active military duty requires the following documentation:** Copy of military orders.

### Guidelines:

Guidelines for the Petition Committee are provided in the [Student Rights and Responsibilities](#) publication and in Miami Dade College Procedure 4018 – *Student Petitions*. Since information concerning procedures, dates for withdrawal and petitions is widely publicized, the Petition Committee will not consider petitions from students who claim they “did not know” withdrawal dates and petition procedures. The Petition Committee is authorized to consider petitions for withdrawal only when extenuating circumstances existed and prohibited the student from officially withdrawing from the course(s) by the appropriate deadline. A withdrawal (“W”) status is only used for circumstances occurring after the midpoint of the term and will appear as “W” on the academic transcript. **Please note that withdrawals may have financial repercussions. The extenuating circumstances must also have resulted in an extended absence.**

**NOTES:** Withdrawal with refund eliminates the course and associated grade of “W” or “F” for that term from the student’s academic transcript. The number of credits enrolled may fall below the minimum required for financial aid, so students receiving financial aid may have to refund the College if the student’s petition for withdrawal is approved. Students who have never attended one or more of their registered course(s) or have stopped attending all of their courses may also owe money to the College. Please consult with the Financial Aid Office for more information regarding your specific situation. Since Virtual College classes are online 24/7 globally, only specific circumstances that prevented students from accessing coursework will be accepted. You must provide specific documentation about how you were prohibited from accessing your coursework online. Once the Petition Committee approves the petition, the Office(s) of Financial Aid, Veteran’s Educational Benefits and/or International Students will be notified.

### Instructions:

1. **READ, COMPLETE, SIGN, DATE AND PRINT** the completed petition. **COMPLETE a separate petition for each term** you are requesting committee action. **To protect your privacy, please close your browser after you have completed and printed the petition form.**
2. **SUBMIT** a signed, dated letter explaining how the circumstances affected your ability to complete the course(s) successfully. If you continued attending any course(s) during the term, you must explain how that/those course(s) was/were not affected by your extenuating circumstances.
3. **PROVIDE** documentation specified above for the term for which the petition is sought. Documentation dates must correspond to course dates in order for the documentation to be considered. **Petitions without appropriate documentation will not be accepted.**
4. **MAIL or DELIVER** the original completed package to the Student Dean’s Office at the campus where the course(s) was/were taken. You must **KEEP A COPY** of the completed petition and attachments for your own records.