

COURSE AND STANDING PETITION FOR UNDERGRADUATE STUDENTS ONLY

(Please clearly print all information.)

Please refer to the instruction page and checklist for additional information regarding guidelines, appropriate documentation, and materials to include in your completed petition packet. Please submit clear photocopies (not originals) of all supporting documentation.

Date: _____ Home Phone Number: _____

EMPLID or full SSN: _____

Name: _____,
(Last) (First) (Middle initial)

Street: _____

Apartment Number: _____

City, State _____ Zip Code: _____

REASON FOR PETITION (PLEASE CHECK ONE):

Readmission for the _____ semester (ex. Fall 2018)

Grade Change: please note that academic grades of A, B, C, D and F CANNOT BE APPEALED.

Course	Semester	Course	Semester	Course	Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Degree Waiver: _____

Please attach Registrar's evaluation of graduation request.

One semester extension to complete remediation requirement(s)

Other: _____

By signing below, you are certifying that the information you have provided is true and accurate to the best of your knowledge.

Student signature _____ **Date** _____

**SUBMISSION OF A PETITION PACKET DOES NOT GUARANTEE APPROVAL OF THE APPEAL.
PERSONAL STATEMENTS AND SUPPORTING DOCUMENTATION ARE KEPT CONFIDENTIAL.
PLEASE NOTE THAT ALL COMMITTEE DECISIONS ARE FINAL.**

General Directions:

1. To appeal grades of WU or FIN, you may pick up the “Instructor Grade Change Release Form” at either the Center for Advising and Academic Success (CAAS, Building 1A-Room 101) or Enrollment Services (Building 2A-Room 106). Unless indicated otherwise, the professor must sign the grade change form before you can appeal the WU or FIN grade.
2. For any petition, attach a statement that explains the reasons for the appeal, using the guidelines below as a reference. Please make sure that your statement is as clear, detailed, and legible as possible.
3. Obtain documentation to support your reasons. Petitions for grade appeals will be denied unless documentation is supplied.
4. Submit your complete appeal packet to CAAS (Building 1A-Room 101), and they will forward it to the Course and Standing Committee.

Criteria for Readmission:

1. Evidence that the student can raise his or her overall GPA to 2.0 within a reasonable number of credits.
2. Documentation that a student has improved his/her academic performance. Such evidence might include attendance at another college or participation in a training program or other course of study.
3. Evidence that a personal crisis or issue has been resolved.
4. Students who have been out of school for an extended period of time (typically at least five years) are not required to show proof of academic performance at another school. However, these students are still expected to provide appropriate documentation of their situation to support their request for readmission and any associated grade change requests.

Criteria for Grade Changes:

To change a grade of FIN or WU to a grade of W:

The student must show that an extraordinary, documented circumstance prevented him/her from completing the coursework or formally withdrawing from the course.

Criteria for One Semester Extension on Remediation Dismissals:

The student must have completed appropriate interventions during his or her enrollment at the College. The student must have a reasonable expectation of completing the remediation requirements by the end of the next semester.

FOR OFFICIAL USE ONLY:

Counselor/Department Chair/Advisor Notes (if applicable):

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