

Student Petition



Students may request an exception to college policy or procedure when extenuating circumstances have occurred. When completing this form, state your request, describe the specific incident or hardship, and attach any supporting documentation. Be aware that your request may not be processed if you do not include relevant documentation. Please refer to the second page of this form for further directions. **Return the completed form to the Vice President of Administration.**

Instructions on Completing the *Student Petition* Form:

Check all that apply:

- a tuition refund: see policy S3.6 [Add, Drop Withdraw Policy](#)
- an account balance to be waived: see policy S3.6 [Add, Drop Withdraw Policy](#)
- an exception to registration timelines: see policy S3.6 [Add, Drop Withdraw Policy](#)
- a degree requirement: see policy S3.2 [Graduation Requirement Policy](#)
- to drop or withdraw from a class after the deadline: see policy S3.6 [Add, Drop Withdraw Policy](#)
- graduation requirement adjustment (advisors signature required): see policy S3.2 [Graduation Requirement Policy](#)
- to substitute one course for another (advisors signature required): see policy S3.8 [Graduation Requirement Policy](#)
- adjustment in transfer credits (supporting documentation for the course: course description and syllabus and/or course outline required): see policy S3.8 [Transfer of Credit Policy](#)
(If you are dissatisfied with the outcome of your petition, you have the right to appeal at the System (MnSCU) level. Information about system level appeals appear on the [Transfer Resource Center](#) website. View [Board Policy 3.39](#), Transfer Rights and Responsibilities, to understand students' and institutions' rights and responsibilities as they relate to transfer of credit.)
- grading: see policy S3.21 [Assigning and Changing Grades Policy](#)

1) Attach a written description of your request. Petitions without a written description will not be reviewed.

2) Attach documentation that will support your petition request. By enclosing relevant documentation you will increase the likelihood of having your petition approved.

3) Return this form along with any documentation to the Vice President of Administration. This form can be mailed, e-mailed, submitted in person or faxed. The contact information is as follows:

St. Cloud Technical & Community College
Attn: VP of Administration
1540 Northway Drive
St. Cloud, MN 56303
320-308-5479 (phone) 320-308-5027 (fax) BusOffice@sctcc.edu (e-mail)

4) If additional documentation is needed, you will be required to submit the additional documentation and your request may be delayed.

5) The committee will review appeals on a monthly basis.

Name: _____ Student ID _____

Street Address: _____ Program/Major of Request: _____

Street Address: _____ Telephone: _____

City, State, ZIP: _____ Email: _____

Semester: _____ Courses: _____

Student signature: _____ Date: _____

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SCTCC employee comments and signature, if appropriate (advisor signature required for academic requests)

Explain what was done and how the student was contacted (internal use only)

OFFICE USE ONLY

Administrator action:

Denied.

Approved.

This petition cannot be approved at this time because the student must include the following documentation:

Additional administrator comments:

Administrator name: (*print*) _____

Administrator signature: _____ Date: _____

Logged by: _____ Date: _____

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This document is available in alternative formats to individuals with disabilities by calling

320-308-3227 or 1-800-222-1009 or TTY 320-308-5988