Student Petition

Students may request an exception to college policy or procedure.

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
☐ to drop or withdraw from a class after the deadline: see policy S3.6 Add, Drop Withdraw Policy
☐ graduation requirement adjustment (advisor signature required): see policy S3.2 Graduation Requirement Policy
☐ to substitute one course for another (advisor 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
☐ other: __________________________

1) Attach a written description of your request for what changes you would like made to your account/record including why you feel those changes should be made. Petitions without a written description will not be reviewed.

2) Meet with academic advisor for graduation requirements/course substitution requests.

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

4) Return this form along with any documentation to the administrative support 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: Vice President of Administration
   1540 Northway Drive
   St. Cloud, MN 56303
   320-308-5479 (phone) 320-308-5027 (fax) BusOffice@sctcc.edu (e-mail)

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

6.) Petitions will be reviewed monthly basis.

Name: ___________________________ Student ID ___________________________
Street Address: ___________________________ Program/Major of Request: ___________________________
Street Address: ___________________________ Telephone: ___________________________
City, State, ZIP: ___________________________ Email: ___________________________
Semester: ___________________________ Courses: ___________________________

Student signature: ___________________________ Date: ___________________________
Student Petition

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

Faculty/Staff name: (print) __________________________________________________________
Faculty/Staff signature: __________________________________________________ Date: ____________________

OFFICE USE ONLY
Administrative action (Attach a copy of the Administrator decision.)
____ Denied
____ Approved
____ Withdrawn
____ Other: __________________________

Explain what was done and how the student was contacted:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Financial Services
Action:

Records & Registration Notes entered in ISRS by ___________________________ on ___________________
Action/Communication: