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 from a class after the deadline: see policy S3.6 Add, Drop Withdraw Policy
- to 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: