

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: