

# STUDENT PETITION

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Student Petitions can be submitted for situations regarding special circumstances that warrant further consideration for adjustment or deviation from established procedures and policies of MSJC.

The Student Petition form is typically used to request an exception to a policy or procedure or to appeal a decision previously made by a Student Services Office other than Financial Aid (see Financial Aid Petition). Students would be required to submit supportive documentation or obtain faculty or staff recommendation that justifies the specific, unique circumstance(s) which will persuade the committee to waive state or local regulations for students. Documentation such as medical documentation with a written statement from the attending physician, court documents, death notices of immediate family members, or other proof that the request is based on a verifiable extenuating circumstance would be helpful for the committee.

For Appeals of Denied Petitions, students must be sure to attach an original petition with the decision written on it. Students justification must provide a persuasive argument for why the original decision should be overturned. Student must be sure to include any and all relevant documentation that support their appeal. Faculty or Counselor comments and signature may be required for appeals, depending on the nature of the appeal.

Student Petitions are originally reviewed by Enrollment Services and if needed, escalated to the Academic Standards Committee, a subcommittee of the Student Services Committee. Petitions are reviewed within two weeks of submission and the results are communicated back to the student via e-mail. State and federal regulations prohibit staff from providing information over the phone; therefore, please do not call the college to obtain information regarding the status of your submitted petition as the decisions will be communicated in writing. Petition results are provided by e-mail only, unless otherwise requested to be sent via USPS mail. Petitioners do not appear before the committee so students must be sure to include all relevant details in their justification as well as all relevant documentation supporting the circumstance. If a petition is returned marked "Deferred," it is the **student's** responsibility to follow up with the committee, and maybe required to resubmit their petition. A deferred petition will be treated the same as a "Denied" petition if follow up procedures are not completed by the student. All decisions made by the committee are final.