

MENDOCINO COLLEGE PETITION FOR ACADEMIC REVIEW

Please note: Incomplete petitions will not be processed but will be returned to the student.

SSN/Colleague ID#: Telephone: () Fax: ()

Email:

For A&R Office Use

NAME

MAILING ADDRESS

CITY, STATE, ZIP CODE

Date Received:

Accepted by:

Documentation Attached: Yes No

Petition Submitted by: Mail Fax Email

In Person Interdepartmental Mail

I am petitioning to: add a class late drop a class late appeal dismissal request refund
repeat a course request late/reverse pass-no pass grading option
substitute a course (major/institutional requirement /Catalog Year)

For the following semester: Spring 20 Summer 20 Fall 20

Section numbers and course title of petitioned class(es):
(For Example: Section 4001 ADJ-30)

Specify the reason for the request - Please be specific in your statement and attach supporting documentation
(if required) of extenuating circumstances. You may use/attach a separate sheet of paper if necessary.

Student Signature/Date:

Faculty of Record Review - Required for adding a class late, dropping a class late and substituting a course.

I approve this request I do not approve this request I neither approve nor disapprove

Comments:

Dates of Attendance: Faculty of Record Signature/Date:

ADMINISTRATIVE USE ONLY BELOW THIS LINE

Routed to Faculty/Date: Routed To Dean/Date: Routed to Committee/Date:

No Action Taken: Documentation not provided. Past deadline date: Petition incomplete.

Action: Approved/Date: Denied/Date: Notified/Date:

Comments:

Funded Not Funded Admissions & Records Signature/Date:

Dean of Instruction Review - Required for adding a class late.

I approve this request I do not approve this request

Recommendation/Comments:

Dean of Instruction Signature/Date:

Mendocino College Admissions & Records Petition Guidelines

Please note: Submitting a petition with requested documentation and signatures does not guarantee an approval.

Type of Petition Request	Petition Guidelines
Add a Class Late	<p>-Student's statement of extenuating circumstances which prevented timely enrollment. <i>Title 5, 58003, 58056</i></p> <p>-Faculty of record signature required with dates of attendance noted.</p> <p>Final grade/hours of attendance must be included if submitted after the grading period.</p>
Request Late/Reverse Pass/No Pass Grading Option	<p>Late Pass/No Pass Grading Request:</p> <p>-Students statement of extenuating circumstance which prevented timely request.</p> <p>Reverse Pass/No Pass Grading Request:</p> <p>-Students statement and documentation of circumstance necessitating reversal. (Example: change of academic program) <i>Title 5, 55022</i></p>
Drop a Class Late	<p>-Students statement and documentation of extenuating circumstance(s) as per <i>Title 5 58003.1, 55024, 58004.</i></p> <p>-Faculty of record signature with last day of attendance noted.</p>
Request Refund	<p>-Student's statement and verification of one of the following:</p> <ul style="list-style-type: none"> - Verification of drop prior to advertised deadline. - Verification of administrative drop for failing to meet a prerequisite. - Verification of a district action which caused a program change. <p><i>Title 5, 58508; MC Board Policy 528; MC Administrative Procedures 528.1, 528.2 528.3, 528.4, 528.6, 528.7, 528.8, 528.9.</i></p>
Repeat a Course	<p>-Student's statement of extenuating circumstances as per <i>Title 5, 55040-55045 and Mendocino College Board Policy 530.</i></p>
Appeal Dismissal	<p>-Student's statement of extenuating circumstances as per <i>Title 5, 55030-55034, Mendocino College Board Policy 505 and Administrative Procedure 505.</i></p>
Substitute a Course	<p>-Student's statement and approval of the Faculty in appropriate discipline or Dean of Instruction.</p>