

MENDOCINO COLLEGE PETITION FOR ACADEMIC REVIEW

Please review the directions on the reverse. Incomplete petitions will not be processed.

Colleague ID#: _____ Telephone: (____) _____ Fax: (____) _____

Email: _____

For 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 other
 request late pass/no pass grading option request reversal of 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. A separate sheet of paper may be used if needed.

Student Signature/Date: _____

Faculty of Record Review: 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: _____

Admissions & Records Signature/Date: _____

Dean of Instruction Review: I approve this request I do not approve this request

Recommendation/Comments: _____

Funded Not Funded Dean of Instruction Signature/Date: _____

Academic Review Committee Review: Approved Denied Deferred

Recommendation/Comments: _____

Chair, Academic Review Committee Signature/Date: _____

Directions for completing the Academic Review Petition

1. Print name and contact information legibly in the identified spaces.
2. Check one of the identified options for the petition. If 'other' is selected, please be certain the written statement clearly identifies what is being petitioned.
3. Identify the semester for which the petition applies.
4. Clearly identify the course(s) involved.
5. The written statement must clearly identify what is being requested and why.
6. Submit the completed petition, and documentation, to the Office of Admissions and Records on the Ukiah Campus, Lakeport Center, or North County Center. *Incomplete petitions and petitions submitted without documentation, will be returned without review.* Please review the petition guidelines below for additional information.

Type of Petition Request	Petition Guidelines
Add a Class Late	<p>-Student's statement of extenuating circumstances which prevented timely enrollment. Extenuating circumstances are defined as accident, illness, or other circumstance beyond the control of the student. <i>Title 5, 58003, 58056</i></p> <p>-Faculty of record signature required with dates of attendance noted. 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: -Students statement of extenuating circumstance which prevented timely request.</p> <p>Reverse Pass/No Pass Grading Request: -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). Extenuating circumstances are defined as accident, illness, or other circumstance beyond the control of the student. <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>
Appeal Dismissal	<p>-Student's statement of extenuating circumstances as per <i>Title 5, 55030-55034, Mendocino College Board Policy 505 and Administrative Procedure 505.1.</i></p>
Substitute a Course	<p>-Student's statement and approval of the appropriate full-time discipline Faculty, Dean of Instruction, or curriculum committee. The student must declare the program of study prior to requesting a substitution.</p>

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