



PETITION FOR ACADEMIC REVIEW

Office of Admissions & Records, 1000 Hensley Creek Road, Ukiah, CA 95482
707/468-3101 (telephone) • 707/468-3430 (fax) • registration@mendocino.edu

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

MC STUDENT I.D. or SSN: _____ Telephone: _____ Fax: _____

Email: _____

NAME

MAILING ADDRESS

CITY, STATE, ZIP CODE

For Office Use Only
Date Received: _____
Accepted by: _____
Documentation Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Petition Submitted by: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email
<input type="checkbox"/> In Person <input type="checkbox"/> Interdepartmental Mail

I am petitioning to:	add a class late	drop a class late	request refund	excused withdrawal request
	request late pass/no pass grading option		request reversal of pass/no pass grading option	
	other (specify in reason for request section and provide supporting documentation)			

For the following semester(s): Spring 20____ Summer 20____ Fall 20____

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

Specify the reason for the request – Please be specific in your statement and include dates. A separate sheet of paper may be used if needed.

If your petition is based on extenuating circumstances, submission of proof is required. This does not guarantee approval but will strengthen your petition.

For late add/drop Student Signature/Date: _____

Faculty of Record Review: <input type="checkbox"/> I approve this request <input type="checkbox"/> I do not approve this request <input type="checkbox"/> See registration card
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: <input type="checkbox"/> I approve this request <input type="checkbox"/> I do not approve this request
Recommendation/Comments: _____
<input type="checkbox"/> Funded <input type="checkbox"/> Not Funded Dean of Instruction Signature/Date: _____

Academic Review Committee Review: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Deferred
Recommendation/Comments: _____
Chair, Academic Review Committee Signature/Date: _____

Submit the completed petition and documentation by fax, mail, email, or in person to the Office of Admissions and Records on the Ukiah Campus, Lakeport Center, North County Center, or Coast Center. Incomplete petitions and petitions submitted without documentation will not be processed. Photos of documents will not be accepted.
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 55024(e)</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 55024(e)</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>
Excused Withdrawal	<p>-Student's statement AND documentation of extenuating circumstance. Extenuating circumstances are defined as accident, illness, or other circumstance beyond the control of the student. <i>Title 5 55024(e)</i></p>