



# General Student Petition

Student Name: \_\_\_\_\_  
First Middle Int. Last

Student w#: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note to Student: Use only one petition per semester. You must include a typed statement as to your reasoning for your request.** Attach any supporting documentation. Please read instructions on reverse side for more information. Petitions submitted without supporting documentation may be denied. **All communication will be sent to your MJC student email.**

**Action requested for the following course(s):**

Semester/ Year	Course Name/ Number	Section Number	Instructor

**Select Petition Type: (Please read Title 5 requirements on back)**

\*\*If you are not requesting a withdrawal from all the courses in the semester, please include your reason in the typed statement and attach to this petition along with all documents. If this is not provided, it may result in a delay to your petition. \*\*

Drop a course late with a "W" - Deadline within 30 days of last day of course. Must provide proof of Extenuating Circumstances- Verified accidents, serious illness or other circumstances beyond the control of the student.

Military Withdrawal- Student must present military orders. A grade of "MW" will be notated on official MJC transcripts.

Other: \_\_\_\_\_

*I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my petition. I also understand that I have read the information on the reverse side of the form.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only**

Designee Signature: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Petition Committee Review Committee Signatures: \_\_\_\_\_

Comments: \_\_\_\_\_

Financial Aid \_\_\_\_\_  Posted  Student Notified Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initials : \_\_\_\_\_

## General Information

In accordance with Title 5, sections 55023 & 55024 and YCCD Board Policies 4220 & 5010, only courses which fall into the following categories may be eligible for petition.

Issues that relate to missed deadline (i.e., drop, refunds , and pass no pass) and graduation requirements are not petitionable.

**Drop a course late with a "W"** - Student must provide documentation of extenuating circumstances (E.g. Medical, accidents, or other life changing event beyond your control). Students have 30 days after the course has ended to file a General Student Petition.

**Military Withdrawal** - Students who are a member of active or reserve in the United States Military Services and receives orders of deployment are eligible. Need to provide documentation of "Call to active Duty" or verification of such orders. A grade of "MW" will be notated on official MJC transcripts per YCCD Board Policy 5010.2. Refunds will be issued if applicable.

## Student Information

1. Incomplete petitions may not be approved. Check boxes that apply to you and provide a typed statement, along with documentation.
2. The General Student Petitions are reviewed by the Director of Admissions and Records. If further review is necessary the petition will be reviewed by The Petitions Committee.
3. You will receive written notification through your MJC student email within thirty to forty- five (30 to 45) business days after the petition has been reviewed.
4. If you received any Financial Aid for the course(s) you are requesting to petition and the petition gets approved, you will be required to repay the Financial Aid that you have received.
5. Should your petition be denied, you may appeal the decision within 30 days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form.
6. Per YCCD Board Policy 4220, we must notify the instructor within 10 days of this action.