



MJC Student Petition- Guidelines

The student petition process provides students an opportunity to request action that is permitted by California state law, YCCD district policy or college practices and procedures. See the MJC catalog and/ or website for policies related to your request.

Deadline dates mandated by the State of California and are not arbitrarily set by the college. Consideration of exceptions to policies is, therefore, a very serious manner. Exceptions will only be granted when extenuating circumstances (accident, illness or death in the family) beyond the control of the student prevented adherence to the published deadline dates. Not being aware of this deadline or not verifying the course has been properly dropped is NOT an acceptable reason for seeking an exception. Students must take personal responsibility for adhering to all published dates. **Proper documentation must be included with all petition requests.**

PLEASE DO NOT SUBMIT A STUDENT PETITION IF:

- You did not know there was a deadline and/or no one told you there was a deadline. (It is the student's responsibility to know the deadline dates for a refund, drop without a "W", or Pass/No Pass, etc.) Unless you can provide supporting documentation for an extenuating circumstance which, is outlined in Title 5 as verified case of accident, serious illness or other unusual emergency situation that was beyond the control of the student (Title 5, section 55024).
- You missed a deadline because PiratesNet was giving you error messages and wouldn't allow the process to happen or your computer crashed. Unless you can provide supporting documentation of such occurrence.
- You want a grade changed/ removed because of a poor grade and want to improve your GPA on your transcript. Unless you can provide supporting documentation for instructor error, you will need to file a Grade Correction Petition.

Petition Process

A student may file a Petition with Modesto Junior College requesting consideration for academic issues. Issues that relate to missed deadline (refund, drop, pass/ no pass) and graduation requirements are not petitionable. Most petitions are reviewed by the Director of Admissions and Records and processed within 10 business days. Student will receive notification of approval or denial to the MJC student email account. If denied, the student has 30 days to file an appeal.

Type(s) of Request	Division/ Department Locations	Action, Notification, Processing
<ul style="list-style-type: none"> • General Student Petition • Course Repeat Petition 	<u>Enrollment Services Office</u> East Campus: Student Services Building, 1st floor	<u>Enrollment Services Office</u> 209-575-6853
<ul style="list-style-type: none"> • Grade Correction Petition 	<u>Division Department</u> According to Discipline	<u>Enrollment Services Office</u> 209-575-6853

