



# General Student Petition

Emailed forms must be submitted with your MJC student email, otherwise they will not be processed. Submit completed form by email to MJCEseforms@mjc.edu or in person to Enrollment Services on East or West Campus.

Today's date: \_\_\_\_\_

## Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Use only one petition per course. You must include a typed statement as to your reasoning for your request. Attach any supporting documentation. *Petitions submitted without supporting documentation may be denied.* All communications will be sent to your MJC student email.**

## Action requested for the following course:

Semester/Year	Course Name/Number	Section Number	Instructor

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

- Drop a course late without a "W" - I never attended or actively participated.
- Drop a course late with a "W" - Must provide proof of Extenuating Circumstances - Verified accidents, serious illness or other circumstances beyond the control of the student.
- Excused withdrawal - Student must present appropriate documentation. A grade of "EW" will be notated on official MJC transcripts.
- Military withdrawal - Student must present military orders. A grade of "MW" will be notated on official MJC Transcripts.

*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 verify that I have read the information on the reverse side of the form.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only			
Designee Signature: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date: _____
<input type="checkbox"/> Petition Committee Review	Committee Signatures: _____		
Comments: _____			
Staff Initials _____	Date Processed _____	Financial Aid _____	Posted <input type="checkbox"/> Student Notified <input type="checkbox"/>

## **Petition Guidelines**

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 without a "W"**: Students who did not appropriately drop a course and NEVER attended, may have the "W" removed. Students must request within one year after the courses were completed.

**Drop a course late with a "W"**: Withdrawal from a course(s) in extenuating circumstances may be permitted upon completion of a petition. Student must provide documentation of extenuating circumstances (e.g. Medical, accidents, or other life changing event beyond your control). Withdrawals or "W" shall not be used in calculation of grade point averages, but shall be used in determining probation and dismissal.

**Excused Withdrawal**: An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). Students must submit documentation.

### **Excused withdrawal conditions may include:**

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Please note: In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student's behavioral violation or if the student requested and was granted a mid-semester transfer.

**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 Instructions**

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 petitions committee. If further review is necessary the petition will be reviewed by the Director of Admissions & Records.
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.