

## STUDENT PETITION

**NOTE:** The deadline for petitioning is six (6) months from the end date of the term during which the course was taken, and courses with an earned grade (A, B, C, D, P, or S) do not qualify for a withdrawal petition.

### STUDENT DEMOGRAPHIC INFORMATION

Full Name (LAST, FIRST MIDDLE)		Term and Session E.G. Fall 2020 16-Week	
Polk State ID #		Major/ Program of Study	
Student Email		Student Phone #	
Student Address		Student City, ST Zip	

### REQUEST SUMMARY INFORMATION

Type of Request	<input type="checkbox"/> A) A "W" (GRADE OF WITHDRAW) AFTER THE WITHDRAWAL DEADLINE <u>WITHOUT A REFUND</u> <input type="checkbox"/> B) A "W" (GRADE OF WITHDRAW) AFTER THE WITHDRAWAL DEADLINE <u>WITH A REFUND</u> <i>Note: Refunds are only granted in limited, well-documented circumstances.</i> <input type="checkbox"/> C) ACADEMIC DISMISSAL REINSTATEMENT <input type="checkbox"/> D) REPEAT A COURSE BEYOND THE THIRD ATTEMPT <input type="checkbox"/> E) REPEAT A COURSE WITH AN EARNED GRADE OF "C" OR BETTER <input type="checkbox"/> F) OTHER (PLEASE SPECIFY): _____
Reason for Request	<input type="checkbox"/> 1) NEVER ATTENDED (THIS WILL BE VERIFIED WITH YOUR FACULTY MEMBER) <input type="checkbox"/> 2) SERIOUS ILLNESS OR DOCUMENTED MEDICAL CONDITION <input type="checkbox"/> 3) DEATH OF AN IMMEDIATE FAMILY MEMBER <input type="checkbox"/> 4) OTHER (PLEASE EXPLAIN IN DETAIL IN YOUR STATEMENT)
Method of Payment	<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> PELL GRANT <input type="checkbox"/> BRIGHT FUTURES <input type="checkbox"/> ACAD. MERIT/SCHOLARSHIP <input type="checkbox"/> PAYMENT PLAN <input type="checkbox"/> VETERANS BENEFITS <input type="checkbox"/> LOAN <input type="checkbox"/> OTHER _____

#### Previous Course Information REQUIRED FOR REQUESTS A, B, OR F

	Course ID E.G. ENC 1101	Ref. Number E.G. 000000	Course Session E.G. 16-WK, 12-WK, FT1, SUMMER A, ETC.	Last Date of Attendance	Professor Last Name	Current Grade in the Course
Course # 1						
Course # 2						
Course # 3						
Course # 4						
Course # 5						

#### Future Course Information REQUIRED FOR REQUESTS D OR E

Course ID # 1 E.G. ENC 1101	Ref. Number # 1 E.G. 000000	Course ID # 2	Ref. Number # 2	Course ID # 3	Ref. Number # 3	Course ID # 4	Ref. Number # 4

**CONTINUED ON PAGE 2**

**COLLEGE  
OFFICIALS'  
USE ONLY**

#### DOCUMENTATION ATTACHED

**NOTE:** All items must be provided for consideration.

UNOFFICIAL TRANSCRIPT  
  CLASS SCHEDULE  
  DEGREE AUDIT  
  SUPPORTING DOCUMENTATION

**SIGNATURES**

**STUDENT APPROVAL**

I attest that the details of my request are *accurate* and that I am aware that *I am responsible* for any financial obligations that I may incur as a result of this request.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**FINANCIAL AID APPROVAL**

If approved, this student \_\_\_\_\_ will \_\_\_\_\_ will not be financially responsible to repay the College for financial aid disbursed for these classes and dates.

\_\_\_\_\_  
FINANCIAL AID'S SIGNATURE

\_\_\_\_\_  
DATE

**ADVISOR APPROVAL**

This petition is **complete and ready for consideration** by the Student Petition Committee.

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

**DOCUMENTATION FOR CONSIDERATION**

To be considered by the Student Petition Committee, you must provide documentation to support your request. Examples of appropriate documentation for various extenuating circumstances include:

- **Serious illness or documented medical condition during the term of the course(s) being considered.**  
*You must submit medical documentation from a physician or healthcare provider to confirm.*
- **Death of an immediate family member during the term of the course(s) being considered.**  
*You must submit a copy of an obituary noting you as an immediate family member (or a death certificate) to confirm.*
- **Involuntary call to active military duty during the term of the course(s) being considered.**  
*You must submit a copy of your orders involuntarily calling you to active duty to confirm.*
- **Documented change in condition of employment during the term of the course(s) being considered.**  
*You must submit a letter from the employer on company letterhead documenting the change in employment status and/or hours worked.*
- **Natural disasters during the term of the course(s) being considered.**  
*You must submit insurance documentation or other related documents of a serious impact from a natural disaster to confirm.*
- **Other emergency circumstances or extraordinary situations during the term of the course(s) being considered.**  
*You must submit documentation supporting your explanation to confirm.*

**NOTE:** You should provide copies of any documentation.

**Documentation will not be returned to a student for another purpose after submission of the Student Petition.**