

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4018

**PAGE** 1 of 3

**PROCEDURE TITLE:** Student Petitions Process

**STATUTORY REFERENCE:** FLORIDA STATUTE 1009.285

**BASED ON POLICY:** IV-5 Student Rights and Responsibilities

**EFFECTIVE DATE:** June 10, 2002

**LAST REVISION DATE:** August 8, 2018

**LAST REVIEW DATE:** August 8, 2018

## **I. PURPOSE**

This procedure provides students with a written process to request a grade change from D, F or U grade to a withdrawal without refund (W grade) or D, F, U or W grade to an administrative withdrawal with a 100% refund due to documented extenuating circumstances. Extenuating circumstances are those determined to be exceptional and beyond the control of the student. This procedure is based on [Policy IV-35 Student Appeal of Course Withdrawal and Forgiveness Limitations, Full Cost of Instruction Assessment, and an Appeal/Approval Process.](#)

Documented extenuating circumstances are defined as follows:

- A. Illness/injury/death to the student or family member (including but not limited to parent, sibling, significant other, spouse, child, grandparent).
- B. Work schedule change or relocation of employment.
- C. Jury duty or direct involvement by the student with current legal action.
- D. Student called to active duty or reserves.
- E. Relocation of student.

## II. PROCEDURE

Set forth below is the process for filing a petition.

### A. Time Frame for Filing a Petition

Petitions must be filed no later than the end of the next major term following the term for which the petition is requested. Major terms are fall and spring. All petitions must be submitted on the College's standard petition form which is available online at <http://www.mdc.edu/rightsandresponsibilities/docs/College-Wide-Student-Petitions.pdf>. The Student Dean may grant an exception to the deadline for filing the petition due to documented extenuating circumstances. The student must provide appropriate proof to support any claim mentioned in the petition.

### B. Operating Procedures

The College has established operating procedures for the Petitions Committee. They are as follows:

Student must submit completed petition to the Student Dean's Office or designee, as applicable, on the petition form described under item "A" above. The Student Dean's Office maintains a petition and appeal log and prepares petition packages to be reviewed by the Petitions Committee.

The Petitions Committee, consisting of at least an administrator, staff member, and faculty member, appointed by the Campus President or designee, will meet as needed to review petitions. The Petitions Committee will make every effort to respond to petitions within four (4) to six (6) weeks. The committee chair, assigned by the Student Dean, will serve as an advisor and will ensure that all petitions are approved or denied based on [\*Policy IV-35 Student Appeal of Course Withdrawal and Forgiveness Limitations, Full Cost of Instruction Assessment, and an Appeal/Approval Process\*](#). The Petitions Committee must provide reason(s) for denying petitions.

The Petitions Committee Chair will provide written notification to the student regarding the committee's decision. All approved petitions along with the necessary documentation will be forwarded to the Office of Admissions and Registration for processing.

The Financial Aid Office will be notified of results of the approved petitions in order to make financial adjustments, which may require repayments to the College on behalf of financial aid recipients.


Guidelines for student appeal of grades other than those listed above are provided in [\*Procedure 8301: Student Appeal of Grades\*](#).

### C. Petition Review

In appropriate circumstances, the Student Dean is authorized to make exceptions to the financial and academic procedures of the College without a formal committee process, subject to applicable laws.

D. Appeals

Decisions of the Petitions Committee may be appealed to the Student Dean’s Office where the Petition was processed. The appeal must be in writing and submitted within 30 calendar days of the Petitions Committee decision. The decision of the Student Dean shall be final on behalf of the College and is not subject to further appeal.

	
08/08/2018	
<b>PRESIDENT</b>	<b>DATE</b>



## Student Petition Instructions

The [Student Petition Process](#) provides students with a process to request a grade change from D, F, or U to a withdrawal without refund (W grade) or D, F, U or W grade to an administrative withdrawal with a 100% refund due to documented extenuating circumstances. Extenuating circumstances, are those determined to be exceptional and beyond the control of the student (based on [Policy IV-35 Student Appeal of Course Withdrawal and Forgiveness Limitations, Full Cost of Instruction Assessment, and an Appeal/Approval Process](#) and [Procedure 4018 – Student Petitions](#)).

Petitions for withdrawal without refund (W grade) or administrative withdrawal with 100% refund **must be submitted** no later than the end of the following major term. A student must complete this form and attach all required documents supporting the extenuating circumstances that negatively affected his/her attendance and/or progress in one or more course(s) at Miami Dade College. Examples of extenuating circumstances and required documentation for the purpose of this petition are as follows:

- **Illness/injury/death to the student or family member (including but not limited to parent, sibling, significant other, spouse, child, grandparent):**
  - Letter on official hospital letterhead signed by the attending physician stating the illness/injury and the services provided, as well as related dates. The illness/injury must have occurred during the term for which this petition is sought.
  - If the student suffered an accident, an official report of the occurrence, such as a police report, should be submitted.
  - In the case of death, a copy of obituary/death certificate naming the deceased and/or proof of the student's relationship.
- **Work schedule change or relocation of employment:**
  - Letter on official company letterhead signed by the employer/supervisor indicating student's original work schedule, effective date of schedule change, and the new work schedule.
  - If the student was hired, terminated or relocated during the term for which the petition is sought, then the letter must state effective date of employment, termination, or relocation.
- **Jury duty or direct involvement by the student with current legal action:**
  - Official record or written statement signed by the clerk of jury duty or legal action. Divorce documents and/or court records must also be submitted if warranted.
- **Student called to active duty or reserves:** Copy of military orders.
- **Relocation of student.** Documentation showing new address.

### **Guidelines:**

Guidelines for the Petitions Committee are provided in the [Student Rights and Responsibilities](#) webpage and in [Procedure 4018 – Student Petitions](#). In appropriate circumstances, the Student Dean is authorized to make exceptions to the financial and academic procedures of the College without a formal committee process, subject to applicable laws.

**ATTENTION: IF YOUR RECEIVED FINANCIAL AID, THERE MAY BE FINANCIAL REPERCUSSIONS TO THIS PETITION.** Please check your individual case with the Financial Aid Office on your campus before proceeding. Once the Petitions Committee approves the petition, the Office(s) of Financial Aid, Veteran & Military Services and/or International Students will be notified.

**NOTES:** Administrative withdrawal with refund eliminates the course and associated grade for that term from the student's academic transcript. The number of credits enrolled may fall below the minimum required for financial aid, so students receiving financial aid may have to refund the College if the student's petition for withdrawal is approved. Students who have never attended one or more of their registered course(s) or have stopped attending all of their courses may also owe money to the College. Since Virtual College classes are online 24/7 globally, only specific circumstances that prevented students from accessing coursework will be accepted. Students must provide specific documentation about how they were prohibited from accessing their coursework online.

### **Instructions:** (Use the web browser CHROME to fill out form)

1. **READ, COMPLETE, PRINT, SIGN, AND DATE** the petition. **COMPLETE** a **separate petition for each term** you are requesting committee action.
2. **SUBMIT** a signed, dated letter explaining how the extenuating circumstances affected your ability to complete the course(s) successfully. If you continued attending any course(s) during the term, you must explain how that/those course(s) was/were not affected by your extenuating circumstances.
3. **PROVIDE** documentation specified above for the term for which the petition is sought. Documentation dates must correspond to course(s) dates in order for the documentation to be considered. **Petitions without appropriate documentation will not be considered.**
4. **MAIL** or **DELIVER** the original completed package to the Student Dean's Office at the campus where the course(s) was/were taken. You should **KEEP A COPY** of the completed petition package for your own records.

**MIAMI DADE COLLEGE**  
**Request for Petitions Committee Action**

Directions: READ THE GUIDELINES BEFORE COMPLETING THIS FORM.

Name: \_\_\_\_\_ MDID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Provide the information below for each course you are petitioning:**

Course ID	Reference Number	Year/Term	Location	Action?

**If you are receiving financial aid or veteran's educational benefits or are an International Student, you are required to discuss with the appropriate office how this petition can affect you and obtain the department personnel's signature below before submitting this petition.** If you withdraw, drop out of school (officially or unofficially) or drop below half-time course load, federal regulations mandate that you repay a portion or all the aid paid to you, even if you have an approved petition for a refund.

Were you receiving financial aid (grants, loans) during the term(s) indicated above? Yes No  
 \_\_\_\_\_  
 Financial Aid Office Personnel's Signature Date  
 \_\_\_\_\_  
 Printed Name (First, Last)

Were you receiving veteran's benefits during the term(s) indicated above? Yes No  
 \_\_\_\_\_  
 Veteran's Benefits Office Personnel's Signature Date  
 \_\_\_\_\_  
 Printed Name (First, Last)

Were you an International Student during the term(s) indicated above? Yes No  
 \_\_\_\_\_  
 International Student Office Personnel's Signature Date  
 \_\_\_\_\_  
 Printed Name (First, Last)

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**By signing this petition, I agree to make any repayment (if due) to the College as the result of the approval of this petition.**

**Committee Action**

Approved   
 Denied

\_\_\_\_\_  
 Signature Date

**Dean's Appeal**

Approved   
 Denied

\_\_\_\_\_  
 Signature Date

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