

CCA Policy Review Petition

Student Name: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work/Alternate Phone: _____

Students may petition the Policy Review Committee to have an exception to college policy made on their behalf, to appeal a decision the college has made that is not in their favor, or to receive partial tuition credit. A complete petition includes a clear explanation of what is being requested and the reason for the request, accompanied by documentation supporting all facets of the petition. Depending on the nature of the petition, appropriate documentation should consist of a letter from an instructor or physician, verification of a class add or drop, and notes from a meeting with a college official. Petitions received without necessary documentation will be held until the documentation is provided. Students whose petitions for late withdrawal or leave are granted for medical reasons (including reasons related to mental health) must provide a letter of clearance from their health care provider approving their return before they will be permitted to enroll again at the college. Petitions must be filed in a timely manner, that is, no more than four weeks after the event in question was known or reasonably should have been known to the student. **The committee reserves the right to determine whether or not a petition is timely and to decline to consider untimely petitions.**

The student will be informed of the committee's decision by mail. Committee decisions will not be given out over the phone.

All decisions of the Policy Review Committee in response to petitions are final and binding.

Please attach all explanations and support information to the back of this form and submit to the Student Records Office.

Summarize your petition request (what are you petitioning?):

Student Signature: _____ Date: _____

Registrar's Use Only:

Approved Comments: _____
 Denied _____
 Postponed _____

Signature: _____

Petition posted: Initials _____ Date: _____ Letter sent Date: _____