

PLEASE READ THE FOLLOWING GUIDELINES AND INSTRUCTIONS

Please read the following instructions and complete the necessary steps as they pertain to your petition:

Disputing/changing an F or W grade/never attended a class (no show):

- a. Contact the instructor(s) of the class(es) by e-mail and explain your circumstances and why you are submitting your request.
- b. Request a verification of attendance records and/or authorization of the requested grade change from the instructor.
- c. Request that the instructor notify the Dean of Admissions and Records. Submit your reason for this request along with any and all documentation to support your petition.

Missed a deadline (refund, last day to drop without or with a W)

It is your responsibility as a student to monitor your class schedule and to drop any and all classes that you do not plan to attend. Instructors MAY indicate that they will drop a student, but they are not compelled to do so. If you did not drop your class(es) by the dates specified in the online or paper Class Schedule, you will need to follow the instructions in the above section. The instructor must verify your attendance records before your petition can be resolved.

If you have **extenuating circumstances** that affected your participation in class, you must submit documentation verifying your circumstances. Extreme and unexpected situations such as a death in the family, a vehicle accident, hospitalization, surgery, or any sudden and unexpected circumstances that force you to change your plans abruptly will be considered. You must have documentation to substantiate your situation: hospital/physicians statement, airline flight receipt, or other corroborating documents.

If you are submitting a petition because you have learned that your student account has gone to collections, please indicate this in your description on the reverse side of this form.

Keep in mind that petitions older than one year, as indicated previously, will NOT be reviewed or considered.