

Admissions & Credits Petition



COMMUNITY AND
TECHNICAL COLLEGE

Students who are unable to meet College policies, procedures, or deadline, due to extraordinary circumstances, may petition for special consideration. The petition packet is reviewed by a committee to determine if special consideration should apply.

400 West Stephen Street
Martinsburg, WV 25401
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

Directions for Submission (incomplete submissions cannot be reviewed):

- 1) Complete all boxes on the petition (a separate form must be submitted for each course).
- 2) Attach a typed letter to the committee explaining the circumstances of your petition and why you are asking for special consideration to challenge College policy. This letter is a large part of the decision process, please be detailed so the committee can know your special circumstances. This is also a good place to include any supporting documentation.
- 3) Secure all proper signatures or attach a e-mail response if signature is unavailable.
- 4) If payment is required, student must be prepared to pay if petition is approved.
- 5) Submit petition form and supporting documentation (if necessary) to Enrollment Management. Students are notified of results via Blue Ridge e-mail only.

Although petitions are reviewed regularly, it may take several weeks for completion. A petition is considered incomplete if any of the required information requested on the form is missing. Incomplete petitions will not be reviewed.

Student Name:	<input type="text"/>	Student ID #:	<input type="text"/>
Student E-mail:	<input type="text"/>	Student Phone:	<input type="text"/>
Student Major:	<input type="text"/>		

Does this petition involve the last 12 credits of your degree? ☐ YES ☐ NO

Will this petition cause you to owe money to the institution? ☐ YES ☐ NO

If payment is necessary, how do you plan to pay? ☐ Financial Aid ☐ Credit Card ☐ Check ☐ Cash

ACTION (Drop, Add, Withdraw)	CRN	SUB	CRS NO	SEC	TITLE	CREDITS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The above student ☐ has ☐ has not been attending the course listed above. Date of last attendance:

Instructor Signature:

Date:

I have spoken to this student about possible financial aid implications of this petition and they are aware of any consequences that may arise from this decision.

Will this petition cause the student to owe money to the institution? ☐ YES ☐ NO

How much money will be owed to the institution:

☐ Does not have aid ☐ No changes in aid ☐ Aid will cover changes ☐ Aid will NOT cover changes

Financial Aid Signature:

Date:

As this student's academic advisor, I have met with him/her and my recommendation is below.
(Additional comments may be included on a separate typed page).

☐ Recommend ☐ Not Recommended

Advisor Signature:

Date:

Signatures must be obtained in order listed. You may get faculty or staff's approval via e-mail. Print the e-mail and attach the approval to this form.

I understand that by signing this form, I am agreeing that the action above will take place on my student account and I have been made aware and am responsible for any tuition and fee changes associated with the action. If payment is needed, I agree to pay by the deadline provided in the e-mail notification I will receive if the petition is approved..

Student Signature:

Date:

WITHDRAWAL POLICY

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. There are no refunds on partial withdrawals. Refunds are determined from the first day of the school term, which officially begins with orientation and registration days. The official withdrawal date is certified by the Registrar. Refund checks are issued through the State Treasury and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

To get a 100% refund, you must DROP all classes by the end of the ADD/DROP period.
If one class is withdrawn after the ADD/DROP period ends, the amount is still due in full.

Regular Session

During first and second weeks	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Session

During first and second class days	90%
During the third and fourth class days	70%
During fifth and sixth class days	50%
Beginning seventh class day	No Refund

PARTIAL WITHDRAWAL

Defined as withdrawing from one or more classes, but not ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits.

COMPLETE WITHDRAWAL

Defined as withdrawing from ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits.

WITHDRAWAL

A student may withdraw from a class during the dates posted on the Academic Calendar for each term or part of term. A grade of W will appear on the student's transcript. A W grade does not affect the grade point average (see Grading System in this section). Too many W grades may affect a student's eligibility for future financial aid (see Satisfactory Academic Progress Policy in the Scholarships and Financial Aid section).

PAYMENT

Students participating in early registration will receive a tuition e-bill. Students registering in person or registering late must pay tuition at the time of registration.

ADD/DROP PERIOD

The first five class days of the fall and spring semester, and the first four days of summer are known as the Add/Drop period. During this period, classes may be added or dropped from the student's schedule via BRIDGE. A course dropped during this period will not appear on the student's transcript. The student is not required to gain the Academic Advisor's approval for any classes added or dropped from his or her class schedule.