

COURSE AND STANDING PETITION

(Please clearly print all information.)

Please refer to the instruction page and checklist for additional information regarding guidelines, appropriate documentation, and materials to include in your completed petition packet. Please submit clear photocopies (not originals) of all supporting documentation.

Date: June 30, 2013

Home Phone Number: (718) 982-2000

Name: Doe Jane A.
(Last) (First) (Middle initial)

Street: 2800 Victory Blvd

City, State Staten Island, NY Zip Code: 10314

Petition reviewed by: _____

Student met with counselor prior to submission of packet: ____ Yes ____ No

☒ Readmission for the Fall 2013 semester (ex. Fall 2013)

☐ Grade Change: please note that academic grades of A, B, C, D and F CANNOT BE APPEALED.

Course	Semester	Course	Semester	Course	Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

☐ Degree Waiver: _____

Please attach Registrar's evaluation of graduation request.

☐ One semester extension for remediation dismissal

☐ Other: _____

By signing below, you are certifying that the information you have provided is true and accurate to the best of your knowledge.

Student signature Jane A Doe

Date June 30, 2013

SUBMISSION OF A PETITION PACKET DOES NOT GUARANTEE APPROVAL OF THE APPEAL.
PERSONAL STATEMENTS AND SUPPORTING DOCUMENTATION ARE KEPT CONFIDENTIAL.
PLEASE NOTE THAT ALL COMMITTEE DECISIONS ARE FINAL.

SAMPLE

General Directions:

1. To appeal grades of WU or FIN, you may pick up the “Instructor Grade Change Release Form” at The Hub, in Building 2A-Room 106. Unless indicated otherwise, the professor must sign the grade change form before you can appeal the grade.
2. For any petition, attach a statement that explains the reasons for the appeal, using the guidelines below as a reference. Please make sure that your statement is as clear, detailed, and legible as possible.
3. Obtain documentation to support your reasons. Petitions for grade appeals will be denied unless documentation is supplied.
4. Submit the petition to a counselor in Building 1A-Room 109 or Room 112 (SEEK).

Criteria for Readmission:

1. Evidence that the student can raise his or her overall GPA to 2.0 within a reasonable number of credits.
2. Documentation that a student has improved his/her academic performance. Such evidence might include attendance at another college or participation in a training program or other course of study.
3. Evidence that a personal crisis or issue has been resolved.
4. Students who have been out of school for an extended period of time (typically at least five years) are not required to show proof of academic performance at another school. However, these students are still expected to provide appropriate documentation of their situation to support their request for readmission and any associated grade change requests.

Criteria for Grade Changes:

To change a grade of FIN or WU to a grade of W:

The student must show that an extraordinary, documented circumstance prevented him/her from completing the coursework or formally withdrawing from the course.

Criteria for One Semester Extension on Remediation Dismissals:

The student must have completed appropriate interventions during his or her enrollment at the College. The student must have a reasonable expectation of passing the assessment test by the end of the next semester.

FOR OFFICIAL USE ONLY:

Counselor/Department Chair/Advisor Notes (if applicable):

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION;

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