

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4018

PAGE 1 of 2

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~~, March 11, 2024

LAST REVIEW DATE: ~~August 8, 2018~~, March 11, 2024

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 [Student Petition](#). 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 online, as 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 petitions submitted 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 thirty (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.

	
03/11/2024	
PRESIDENT	DATE