**Student Petition Cover Sheet**

**Student Name__________________**  **Student ID#__________**

**Student Responsibilities:**
Students are responsible for completing all sections of the petition. Students are expected to submit a written and detailed explanation for their petition request. All supporting documents must be included in the petition submission (transcripts, DARS reports, medical documents). Students will also be required to obtain instructor signatures for those petitions that require faculty approval. Students will return completed petitions and paperwork to an advisor/counselor.

**Administrator Responsibilities:**
Once the administrator receives the Petition and supporting documents, the administrator makes a decision on the petition based on submitted information. The administrator may obtain additional information though an advisor, financial aid officer, or counselor. Once a decision on the petition is rendered, the administrator submits the petition and decision to the records office for distribution to all involved parties.

**Advisor /Counselor Responsibilities:**
Advisors and counselors are expected to assist students with submitting the petition, directing the student through the paperwork, and obtaining signatures for petition submittal. Advisors/counselors may work with students to get supporting documentation for submission of petition. Advisors/counselors may also assist with advocating for the student through the petition process.

**Please check included items:**

- [ ] DARS
- [ ] Transcript
- [ ] Medical Records
- [ ] Legal Document
- [ ] Are you currently receiving Financial Aid?
  - [ ] Yes  
  - [ ] No
- [ ] Check this box if you have you met with an advisor/counselor
Student Petition
Mesabi Range Community & Technical College

Students may request an exception to college policy or procedure when extenuating circumstances have occurred. When completing this form, state your request, describe the specific incident or hardship, and attach any supporting documentation. Be aware that your request may not be processed if you do not include relevant documentation. Return the completed form to the Records Office.

Name: ___________________________________________ Student ID: ____________
Street Address: __________________________________________ Year/Term: ____________
City, State, ZIP: __________________________________________ Telephone #: ____________

Students are held accountable for all of the college policies and procedures listed in the MRCTC Catalog and Student Handbook.

- Transfer Credit Appeal (Academic Dean)
- Waiver of Graduation Requirements (Academic Dean)
- Waiver of Program Requirements (Academic Dean)
- Request for Early Exams (Academic Dean)
- Appeal of Suspension Appeals Committee (Dean of Students)
- Credit Overload (Advisor)
- Military Duty (Dean of Students)
- OTHER __________________________

Description of your request (attach additional pages if needed):

Supporting evidence or description of circumstances beyond your control (attach additional pages if needed):

Student Signature: __________________________________________ Date: ____________
MRCTC Instructor: __________________________________________ Date: ____________
MRCTC Advisor/Counselor: __________________________ Date: ____________

OFFICE USE ONLY

Administrator’s action:

_________Approved

_________Denied

_________Back Date Drop

_________Fee/Tuition Waiver

(Documentation must be attached)

Please check for reason approved:

____ Employee Benefit
____ Death of Student
____ Medical Reason
____ College Error
____ Employment Related Condition
____ Significant Personal Reasons
____ Situations beyond control of campus

- If you are not satisfied with Mesabi Range College’s transfer appeal decision, you may submit an appeal to the Senior Vice Chancellor of Academic & Student Affairs of Minnesota State Colleges and Universities (MnSCU) for a system level appeal of the college’s decision. Please see Policy 3.21.1 at www.mnscu.edu.

MRCTC is an affirmative action, equal opportunity educator and employer. This document is available in alternate format to individuals with disabilities by calling (218) 744-7471, 1.800.657.3860 or TTY 218-744-7455.