Student Petition
Mesabi Range 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 your advisor.

Name: _____________________ Student ID: _________________ Year/Term: _________ Telephone __________

Students are accountable for all college policies & procedures listed in the MRC Catalog & Student Handbook

I petition the following to (please circle):

**Academic Dean**
- Course substitution
- Request for Early Exams
- Request for Pass/Fail Option
- Transfer Credit Appeal
- Waiver of Graduation Requirements
- Waiver of Program Requirements

**Dean of Students**
- Appeal of Disciplinary sanction
- Appeal of Suspension Appeals Committee
- Military Duty
- Waiver of Residency Requirement

**Provost**
- Back Date Drop
- Tuition/Fee Refund

**Instructor**
- Course Overload
- Waiver of Prerequisite Requirement

*Requires instructor’s signature as well

**Other** (please explain) ____________________________________________________________________________________

Please attach the following:
- Description of your request (typed)
- All supporting documentation/evidence
- DARS Report
- Transcript

Are you currently receiving Financial Aid? ☐ Yes ☐ No

Petition is not valid without an advisor’s signature.

Student Signature __________________________ Date__________

Advisor/Counselor: Print____________ Sign____________ Date__________ Recommend Yes ☐ No ☐

*Instructor: Print____________ Sign____________ Date__________ Approve Yes ☐ No ☐

*Academic Dean Print____________ Sign____________ Date__________ Approve Yes ☐ No ☐

*Dean of Students Print____________ Sign____________ Date__________ Approve Yes ☐ No ☐

*Provost Print____________ Sign____________ Date__________ Approve Yes ☐ No ☐

*if required

Reason for approval of Back Date Drop or Tuition/Fee Refund
- ☐ Death of Student
- ☐ Medical Reason
- ☐ College Error
- ☐ Employment Related Condition
- ☐ Significant Personal Reasons
- ☐ Situations beyond control of campus
- ☐ Employee Benefit

☐ Received in Records Office ☐ Student notified of decision

Updated 2/26/2020