

Polk State College Procedure

Subject	Reference	Date	Number
Interpretation of College Regulations	Board Rule 4.26	1/12/2015	5023

I. Purpose

The purpose of this procedure is to outline the steps a student should follow to file a petition concerning interpretation of college regulations. The college regulations covered by this procedure that require a petition are:

- Withdrawal from academic courses past the deadline
- Refund of tuition and fees for academic courses past the deadline
- Request to waive academic dismissal before the required deadline
- Request to return to school after academic dismissal
- Request to repeat course for four or more times
- Request an exception to full cost of instruction due to financial hardship
- Request for exception to any policy, rule, or procedure, excluding complaints related to classroom policy, rules, and procedures which are governed under Procedure 1018.

II. Procedure

This procedure ensures sufficient time to allow for appropriate consideration of an issue, and to provide that due process be followed. Failure to follow the timelines identified in this procedure may result in the loss of opportunity to address an issue or concern. Petition forms are available at the Admission and Registrar's office or in Advising at either campus or centers. The petition is heard by the Petition Committee which is a sub-committee of the Student Services Quality Council (Procedure 6002).

Withdrawal from academic course(s) past the semester deadline

In order to be considered for a withdrawal past the deadline, extenuating circumstances must be established. The student must fill out the petition form and attach supporting documentation of extenuating circumstances, such as a letter from a doctor or employer explaining why the student could no longer participate in the course. The student must also return the petition to an advisor in Student Services. The advisor will discuss the case with the student before submitting it to the Petition Committee for review. The deadline to petition for a course withdrawal is **six months** after the last day of the term for the course in question.

Refund of tuition and fees for academic course(s) past the deadline

In order to be considered for a refund of tuition past the deadline, substantial extenuating circumstances must be established. The student must fill out the petition form and attach supporting documentation of extenuating circumstances, such as a letter from a doctor or employer explaining why the student could no longer participate in the course. The student must also return the petition to an advisor in Student Services. The advisor will discuss the case with the student before submitting it to the Petition Committee for review. The deadline to petition for a course withdrawal is **six months** after the last day of the term for the course in question. The Petition Committee will determine if a drop with a refund or withdrawal with a refund will be granted.

Request to waive academic dismissal before the required deadline

In order to be considered for an academic dismissal waiver, the student must fill out the petition form

and outline a plan for successfully returning to school. The student must also return the petition to an advisor in Student Services. The advisor will discuss the case with the student before submitting it to the Petition Committee for review.

Request to return to school after required time out of academic dismissal

In order to return to school, the student must fill out the petition form and outline a plan for successfully returning to school. The advisor will discuss the case with the student before submitting it to the Dean of Student Services for review and determination. The student may appeal the decision of the Dean of Student Services to the Petition Committee within **30 work days** of receipt of the decision.

Request to repeat course for fourth or more times

In order to be considered for the opportunity to repeat a course for a fourth or more times, the student must fill out the petition form and outline a plan for successfully completing the course. The student must also return the petition to an advisor in Student Services. The advisor will discuss the case with the student before submitting it to the Dean of Student Services for review and determination. The student may appeal the decision of the Dean of Student Services to the Petition Committee within **30 work days** of receipt of the decision. Fourth or more attempts are charged at the full cost of instruction.

Request an exception to full cost of instruction due to financial hardship

Students who repeat a course for the third or more times may request an exception to the full cost of tuition with proven financial hardship. The request is completed on the petition form which is returned to the advisor as stated in the section *Request to repeat course for fourth or more times*.

Request for exception to any policy, rule, or procedure, excluding complaints related to classroom policy, rules, and procedures which are governed under Procedure 1018.

In order to appeal the application of a college policy, rule, or procedure, the student must fill out the petition form and identify the policy, rule, or procedure for which an exception is being requested. The student should provide as much documentation as possible to provide a clear understanding of his or her request. The student must return the petition to an advisor in Student Services. The advisor will discuss the case with the student before submitting it to the Dean of Student Services. The Dean of Student Services will route the petition to the most appropriate Student Services director or dean for comment prior to the Petition Committee meeting at which the petition will be heard. The deadline for submitting such a request is **30 work days** from the incident precipitating the request.

After each meeting of the Petition Committee, a summary of the actions are sent to the Vice President for Student Services and the President for review, veto, and signature. The signed final summary of actions is submitted to the Registrar to process after which the student receives notification of action. This completes the Petition Committee process.

The decision of the Petition Committee is considered final.

History: Adopted: July 11, 2006
Revised: January 24, 2012; January 12, 2015

<i>Reginal T. Well</i>	<i>2/18/15</i>	<i>Reginal T. Well</i>	<i>2/18/15</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			<i>2/18/15</i>
President's Approval			Date