



Revised: 9/2021 (Appendix to Policy 311)

Student Information

Name: Last First MI Student Tech ID #:
Address: Street Apt # Phone:
City State Zip E-Mail Address:
Degree/Program Currently Pursuing: Date received by Student Affairs:
Student Signature: Date:

Student Request

A. I request: (Indicate the basis for requesting this action in the area B below.)

- Withdraw from class after deadline
Back-dated drop
Credit overload
Academic forgiveness
Acceptance of transfer credit(s) previously not granted for:
Academic requirement Elective credit(s)
Backdated Drop/Waiver/refund due to:
Employment related condition Significant personal circumstances
College error Ward of the state Medical reasons
Graduation residency requirement
Course substitution
Waiver of program requirement
Waiver of graduation requirement
Request to lift Business Office hold
Waiver of scholarship requirement
Other:

Submit to for signatures:

- Student Affairs
Student Affairs/Chief Financial Officer/President
Student Affairs/Academic Advisor
Student Affairs
Student Affairs
Student Affairs/Chief Financial Officer/President
Program Faculty/Registrar
Program Faculty/Academic Affairs
Program Faculty/Academic Affairs
Program Advisor/Academic Affairs
Chief Financial Officer
Student Affairs

Documentation

B. Attach a written description of your request. State your request, reasons, and arguments clearly and concisely giving dates when condition/circumstances happened. Please provide documents in support of your petition with this form.

Office Use Only

Faculty/Staff Action:

Recommended Not Recommended Recommended with Conditions\*

Signature: Date:

Final Action:

Approved Denied Approved with Conditions\*

Signature: Date:

\*Conditions or Remarks:

Notes:

Student Notified on:

Method of Notification:

Sent to Registrar for action on:

Date: Initials:

Appealing an Academic Petition Regarding Transfer Decisions

If you are not satisfied with the college or university transfer appeal decision, you may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college or university transfer appeal decision. For more information about this procedure, please see MnSCU Procedure 3.21.1, Undergraduate Course Credit Transfer, available at: http://www.mnscu.edu/board/procedure/321p1.html.