

# Policy and Procedure

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**Date:** 3/6/03

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**Division/Department:** Student Affairs

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**Subject:** Petition Policy

## Authorities:

**Purpose:** The purpose of this policy is to provide students a process whereby they can request, through a formal process, waivers or other exceptions to existing academic or other college policies or procedures.

## Exclusions:

- **Suspension Appeals**--Procedures for submitting a petition to the Chief Student Affairs Officer (CSAO) for reinstatement after academic suspension are covered and described by the College's Policy #310 Satisfactory Academic Progress.
- **Grade Appeals**--Grade appeals are covered and described by the College's Policy # 236 Course Grade Appeals.

**Policy:** Any student who has cause to request an exception to existing college policy or procedures may do so by submitting a Student Petition. Petitions will be submitted on official forms documenting evidence; written support from faculty/staff may also be required. Petitions including all of the supporting documentation will be reviewed and acted upon within 10 business days.

Petitions may be found on the website under Student Forms at [www.pine.edu](http://www.pine.edu).

## Procedure:

When completing the Student Petition, the student will identify the reason for the petition; state the request, reasons, and arguments clearly and concisely; provide additional documentation as needed; submit to the appropriate office/person.

1. The student is encouraged to work with the College Counselor, other Student Affairs Staff and/or the student's Advisor in preparing the Student Petition.

2. The student will complete the Petition on the official form, checking the appropriate area for the position, outlining the request with supporting evidence and/or documentation.
3. The student will submit the Petition to the appropriate person/office as indicated on the form.
4. If more than one person is required to review the Petition, the person to whom the student submitted the Petition will forward to the appropriate Administrator.
5. If the Administrator reviews the Faculty's/Staff's recommendation and clarification is required, the Administrator will meet with the Faculty/Staff to review prior to finalizing the Petition.
6. If the Petition is not approved, student may request further review by the Chief Academic Officer (CAO) or Chief Student Affairs Officer (CSAO), dependent on the initial reason for the petition.

### **Final Action**

1. Final action will be completed within 10 working days from the date of submission of the Petition and required documentation; if there are extenuating circumstances that delays final action beyond 10 working days, the student will be notified of these circumstances.
2. The person identified on the form who receives the Petition for final review or designee will notify the petitioner immediately regarding action on the petitioner's Petition.
3. For approved Petitions, copies of the approved form with action needed will be forwarded, as indicated on the form, to the respective division/department for final implementation.
4. All Petitions, regardless of type of request, will have the required signatures prior to final approval.
5. Once action has been completed, a copy of the final, approved Petition will be forwarded to the student by Student Affairs Staff.

### **Appeals:**

If the student disagrees with the petition decision, they may appeal the initial decision to the President. The President's decision is final unless the student alleges that the decision and due process was improper, unfair or arbitrary, in which case the student may appeal the final decision by following the policy and procedure outlined in Policy 303 Student Complaints and Grievances.

**Responsibilities:** It is the responsibility of the CSAO, CAO, associated faculty and staff to implement this policy.

**Dissemination:** Students will be informed of this policy by the following methods: Inclusion in

the Student Handbook and PTCC's Web site. Copies will also be included in the Faculty and Staff Handbook.

**Reviewed by Leadership Team:** 3/24/03; 4/07/03

**Reviewed by Joint Governance:** 4/09/03

**Reviewed by Campus Roundtable:** 2/22/10; 2/24/14

**Reviewed by Faculty Shared Governance:** 3/3/10; 2/5/14

**Reviewed by Managers Meeting:** N/A

**Approved:** 4/9/03

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**Robert L. Musgrove, Ph.D., President**

**Date**