



Pine Technical and Community College (PTCC) students are welcome to complete the [Student Petition](#) form. A student must complete this form in its entirety and submit to an Academic Affairs/Records staff member in Room 40B or via email at [petitions@pine.edu](mailto:petitions@pine.edu). The completed Student Petition form must include all applicable supporting documentation(s). Once a request is submitted it will be reviewed by the PTCC Petition Committee and a decision will be made. Students will be notified in writing via pine.edu email of the decision within 10 business days of submission unless additional documentation are requested.

**STEP 1: Complete the following:**

Name:	_____	E-Mail Address:	_____
Student ID #:	_____	Phone Number:	_____
Program Major(s):	_____	*Specific Petition(s) Requested:	_____

*\*See other side for a comprehensive list of petitions available.*

**STEP 2: Write a detailed narrative for the requested petition(s) (e.g. be specific as to which courses are requested for and why). Please include what the petition means for your education and what might happen if not granted. Supplemental documentation(s) may be attached to the Student Petition form. Additional pages may be attached.**

**Step 3: Attach and applicable documentation(s) and submit complete Student Petition form for review at the Academic Affairs/Records Office in Room 40B or via email at [petitions@pine.edu](mailto:petitions@pine.edu).**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you need assistance or an accommodation in completing this form, please contact [petitions@pine.edu](mailto:petitions@pine.edu) or review the PTCC Student Petition website: <https://pine.edu/student-petition/>.



### Available Petitions for PTCC students:

#### Student Services

- Back-dated drop/waiver/refund due to:
  - Employment related condition
  - Significant personal circumstances (MUST include documentation)
  - College error
  - Ward of the state
  - Medical/Mental Health reason (MUST include documentation)
- Withdraw from a class after deadline
- Credit overload
- Academic Forgiveness
- Acceptance of transfer credit(s) previously not granted for
  - Academic requirements
  - Elective credits
- Other: \_\_\_\_\_

#### Academic

- Graduation residency requirement
- Course substitutions
- Waiver program requirements
- Waiver of graduation requirements
- Request to lift Business Services hold
- Other: \_\_\_\_\_

#### Signatures

Petitions Chair/CFO/President  
 Petitions Chair/CFO/President  
 Petitions Chair/CFO/President  
 Petitions Chair/CFO/President  
 Petitions Chair/CFO/President  
 Program Advisor/Dean/Registrar  
 Program Advisor/Dean/Registrar  
 Program Advisor/Dean/Registrar

Program Faculty/Dean/Registrar  
 Program Faculty/Dean/Registrar  
 Program Faculty/Dean

Program Faculty/Dean/Registrar  
 Program Faculty/Dean/Registrar  
 Program Faculty/Dean/Registrar  
 Program Faculty/Dean/Registrar  
 Petitions Chair/CFO  
 Program Faculty/Dean/Registrar

To learn more about the Student Petition process at PTCC, please visit: <https://pine.edu/student-forms/> or scan the QR code below.

To connect with a Student Success Advisor for assistance, please book an appointment: <https://outlook.office365.com/owa/calendar/StudentSuccess@MinnState.edu/bookings/>



PTCC Student Forms



Student Success Team

For office use only						
Date received:		<input type="checkbox"/> Approved	<input type="checkbox"/> Approval with Conditions	<input type="checkbox"/> Denied	Date reviewed:	
Conditions or Remarks:						
Signature #1:		Title:		Student notified on and method (e.g. email):		
Signature #2:		Title:		Sent to Registrar for action on:		
Signature #3:		Title:		Registrar actions completed on:		

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: <https://www.minnstate.edu/board/procedure/321p1.html>.