

# Petition

<p><b>For office use only</b></p> <p>Date received _____</p> <p>Staff _____</p>
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Semester/Year \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**I request the following exception(s) to the academic policies of the college as outlined below.**

(Please state below what action you want the college to take on this petition and why you feel this petition should be granted. If you are requesting an exception to a specific policy, please cite the policy.)

**Petitioning a Transfer Evaluation:** In the event of a disagreement with the outcome of a transcript evaluation, a student may appeal within one month of receiving the evaluation notice by completing this petition form. Supporting documentation should be attached. The Petition Committee will review the petition, and if the student is not satisfied with the final decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system-level appeal.

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Supporting Documents Attached \_\_\_\_\_

\_\_\_\_\_

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

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to the Records Office when completed. All supporting documents must be attached.**

**Action by Administration**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved with Conditions \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Chief Academic Officer or Designee \_\_\_\_\_ Date \_\_\_\_\_ Registrar \_\_\_\_\_

Records Office Action \_\_\_\_\_ Date \_\_\_\_\_