



# General Student Petition

Submit completed form by email to [mjcpetitions@mjcc.edu](mailto:mjcpetitions@mjcc.edu),  
or in-person to Enrollment Services. Requests sent from a personal  
email MUST have a copy of the student's ID attached or it will NOT be processed.

Today's Date: \_\_\_\_\_

## Student Information

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Use only one (1) form per petition request. Students may only petition up to one (1) year after the end of the course. You must include a typed statement as to your reasoning for your request. Attach any supporting documentation. All communications will be sent to your MJC student email.

## Action requested for the following course:

Course Name & Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Semester & Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

## Select Petition Request (select one): Please read Title 5 requirements & YCCD Policy on back

Drop a course late without a "W" – I never attended or actively participated.

Drop a course late with a "W" – Must provide proof of Extenuating Circumstances. Verified accidents, serious illness or other circumstances beyond the control of the student.

Excused withdrawal – A grade of "EW" will be notated on official MJC transcripts

Military withdrawal – Student must present military orders. A grade of "MW" will be notated on official transcripts.

Registration Hold Exemption – A student that has not paid their financial obligation to the college may petition to have the hold lifted by providing a statement as to why the student is unable to pay a prior balance.

Drop for Non-Payment Exemption – Students may petition for an exemption if they meet extenuating circumstances. See back page for details and instructions.

I have provided all supporting documents and a typed statement to submit this petition. I verify that I have read the information on the reverse side of the form.

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

I am aware that if I received any Financial Aid for the course I am requesting to petition and the petition gets approved, I may be required to repay the Financial Aid that I may have received. Student Initials: \_\_\_\_\_

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**Office Use Only**

Designee Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Petition Committee Review: \_\_\_\_\_ Committee Signatures: \_\_\_\_\_

Comments: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Financial Aid: \_\_\_\_\_ Posted: \_\_\_\_\_ Student Notified: \_\_\_\_\_



# Petition Guidelines

In accordance with Title 5, Sections 55023 & 55024 and YCCD Board Policies 4220 & 5010, only courses which fall into the following categories may be eligible for petition.

Issues that relate to missed deadline (i.e., drop, refunds, and pass/no pass) and graduation requirements are not partitionable.

Drop a course without a “W”: Students who did not drop a course prior to census and NEVER participated, may have the “W” removed. Students must request within one year after the courses were completed.

Drop a course late with a “W”: Withdrawal from a course(s) in extenuating circumstances may be permitted upon completion of a petition. Student must provide documentation of extenuating circumstances (e.g. Medical, accidents, or other life changing event beyond your control). Withdrawals or “W” shall not be used in calculation of grade point averages, but shall be used in determining probation and dismissal.

Excused Withdrawal: An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s).

Military Withdrawal: Students who are a member of active or reserve in the United States Military Services and receives orders of deployment are eligible. Need to provide documentation of “Call to active Duty” or verification of such orders. A grade of “MW” will be notated on official MJC transcripts per YCCD Board Policy 5010.2. Refunds will be issued if applicable.

Registration Hold Exemption: Exception from having registration privileges withheld. Student will be allowed to register for classes even when a financial obligation is owed to the college. The student is still responsible for their financial obligations. YCCD Board Policy 5035.

Drop for Non-Payment Exemption: Registration fees are due at the time of registration. Students experiencing an approved extenuating circumstance (BP 5035; Title 5 59410) may request a Drop for Non-Payment Exemption. Petition must be submitted five (5) business days prior to the semester’s Drop for Non-Payment deadline. A typed statement is required as well as documentation of proof of the extenuating circumstance as defined by Title V, Subsection 55024(c)(2). Students will not be dropped from their courses if petition is approved.

## Student Instructions:

1. Incomplete petitions may not be approved. Provide a typed statement, along with documentation if required.
2. The General Student Petitions are reviewed by the petitions committee. If further review is necessary the petition will be reviewed by the Director of Admissions & Records.
3. You will receive written notification through your MJC student email within thirty to forty-five (30 – 45) business days after the petition has been reviewed.
4. If you received any Financial Aid for the course(s) you are requesting to petition and the petition gets approved, you will be required to repay the Financial Aid that you have received.
5. Should your petition be denied, you may appeal the decision within thirty (30) days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form.
6. Per YCCD Board Policy 4220, we must notify the instructor within ten (10) days of this action.