

General Petition

Return Completed form to Admissions@mccd.edu



Counselor's Signature _____

Counselor's signature will help to insure the petition is filled out correctly.

Last Name	First Name	Student ID # or Social Security # (One required)	Date
Address	City	State	Zip
E-Mail Address	Daytime Phone Number	Current Goal / Major	

I request the Petitions Committee to consider this petition in the category checked below:

- Late Request for Graduation Drop without "W"
- Late Request for P/NP (Pass/No Pass) *Refund/Tuition Credit on Student Account
- Other _____

Semester (Spring, Summer, Fall)	Year	Course(s)
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Please provide information the committee should consider in making a decision. Be sure to submit verification of your extenuating circumstances and to include course(s), semester and instructors' names, if applicable. Attach additional information if necessary.

Petition must be complete for it to be considered. Failure to provide official documentation may result in denial. Allow up to 4 weeks for committee decision.

* Tuition credits will remain on your account. If you would like a refund of over paid fees, please fill out a refund request form (<https://www.mccd.edu/resources/fees/forms.html>) with the Student Fee's office and setup your eRefund account on your portal. (Instructions: <https://www.mccd.edu/resources/fees/payments.html>)

Student's Signature

DO NOT WRITE BELOW LINE

Action taken by committee:

- Petition Approved Petition Denied No Documentation Provided Other

Comments: _____

Effective Date: _____

Rebill Account
Yes _____ No _____

Chairman, Petitions Committee

Date

*** Petition Outcome will be emailed to MC Portal email or email written above, if legible.**