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| DIVISION | ADOPTION DATE |
| III Student Services | 11/2022 |
| POLICY NAME | REVISIONS |
| 03.03.04 General Petition Process | Revised: Reviewed: |

03.03.04 GENERAL PETITION PROCESS

Purpose

The purpose of the general petition process is to provide students a one-time option to appeal for a late refund and/or a late withdrawal due to medical or extenuating circumstances. Students may also request a debt reduction plan in cases of demonstrated, significant financial or physical hardship, in alignment with the Student Debt Assistance Act [Public Act 102-0998].

Students requesting a general petition or debt reduction plan must complete a general petition form (available online through the Office of Students Rights and Responsibilities).

Documentation is required, as outlined in Institutional Procedure 03.03.04.00 General Petition Process. Falsification of documentation will be referred to the Code of Conduct, which could result in suspension or expulsion from the College. Students that receive financial aid are strongly encouraged to visit the Financial Aid Office prior to withdrawing or submitting a general petition.

Definitions

- A. Medical Emergency: Medical condition, serious or chronic illness, mental health issue, or serious injury documented by an outside physician or medical provider which prevented successful completion of coursework.
- B. Family Emergency: Documented situation where the student became a part-time or full-time caretaker for a family member due to illness, medical issue, or a death during the term of enrollment that impacts the student’s ability to attend classes. A family member is a parent, child, spouse, sibling or grandparent.
- C. Financial or Physical Hardship: Hardships may include a sudden or consistent lack of transportation, significant cost of living increase, or other financial hardship that impacts the student’s ability to attend classes in alignment with the Student Debt Assistance Act.

The petition process is a two-tier process, as outlined in Institutional Procedure 03.03.04.00 General Petition Process.