



Hibbing Community College - Student Petition Form

Please print clearly

Name _____ Student ID#: _____

Address _____ City _____ St _____ Zip _____

Email _____ Cell # _____ Alt Phone _____

Semester and year to which this petition applies _____ / _____ (example: Fall / 2012)

Procedure

1. Complete and sign the form.
2. **Attach appropriate documentation. Explain mitigating circumstances on a separate sheet of paper.** Include documentation such as change in major, illness, death in the family, or unavoidable absenteeism. Petitions without documented extenuating or mitigating circumstances will not be considered.
3. Return the completed form to Student Services. The Petition Committee meets weekly and you will be notified of a decision by email. Call 218-262-7210 if you do not receive notification within 10 working days.
4. If you disagree with the committee's action, you may appeal to the HCC Provost. His/her decision is final.

Reason for Petition

- Drop course(s) and remove charges after deadline.
- Withdraw from course(s) after deadline (charges remain).
- Resume studies at HCC after academic suspension: With financial aid. Without financial aid.
- Enroll at HCC after suspension at another MnSCU institution. With financial aid. Without financial aid.
- Other: _____

- Office Use Only -

Petition Committee Action

- Granted in full.
- Granted with conditions: _____ Credits with financial aid. _____ Credits without financial aid.
- Returned for more information.
- Appeal is denied for:
- Lack of extenuating circumstances. Lack of documentation. Failure to meet conditions of previous petition.
- Other: _____

Next Steps

- Schedule an appointment with HCC Counselor to develop an academic plan: 218-262-7297 Donna Lisa

Signatures of Committee Members:

HCC is asking you to provide information that includes private and/or confidential information under state and federal law. We are asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it. This document may be available in alternative formats to individuals with disabilities by calling 218-262-7200 or 1-800-224-4422.