

**GRANITE STATE COLLEGE:
PETITION GUIDELINES FOR STUDENTS**

V:11-8-2013a

PETITIONS FOR COURSE DROP OR WITHDRAWAL

You may submit a petition if extreme extenuating circumstances beyond your control prevent you from completing your coursework for a term. **Extreme extenuating circumstances** are situations such as hospitalization, serious illness of the student or an immediate family member, or a death in the immediate family. While the College acknowledges that difficult life circumstances, such as marital problems, job loss, changes in work schedule, or problems with child care can impede or preclude the successful completion of a course and are certainly deserving of sympathy and support, they do not absolve students of their responsibilities to the College.

The following categories are used on the petition form to indicate the nature of the request:

- **Late Drop for the Current Term** - select this option only IF YOU HAVE BEEN UNABLE TO PARTICIPATE IN A COURSE (i.e. never logged in to an online class or attended a face to face class) due to extreme extenuating circumstances (if approved, course does not appear on transcript; tuition and fees are refunded).
- **Withdrawal Past Deadline for the Current Term** - select this option only IF IT IS PAST THE PUBLISHED WITHDRAWAL DEADLINE but need to withdraw due to extreme extenuating circumstances ('W' grade assigned on transcript, no refund of tuition or fees).

When the Petition Committee approves a **late drop** from a course (due to no participation as a result of extenuating circumstances), the tuition charges on the student's account are reversed. When a **withdrawal past deadline** is approved, a 'W' grade is assigned, and tuition is not credited or refunded. In cases of extreme extenuating circumstances, a student has the option of also requesting **financial relief** at the time he/she submits the petition for a late withdrawal. Financial relief is generally used to clear a balance due as the result of a withdrawal.

IMPORTANT NOTE FOR STUDENTS USING FINANCIAL AID

The U.S. Department of Education mandates a specific refund calculation if the student is a financial aid recipient and has withdrawn from all coursework. Depending on the financial aid you have received, you may be responsible for repaying some or all of the aid. **To ensure their full understanding of the financial repercussions, students using financial aid must consult with the Financial Aid Office (<http://my.granite.edu/office-financial-aid>) prior to submitting a petition for a late drop from a course or a withdrawal past the deadline.**

FINANCIAL RELIEF FOR STUDENTS USING FINANCIAL AID

Financial relief is institutional funds used primarily to clear a student's account balance that is a result of extenuating circumstances during his/her enrollment. In certain scenarios, financial relief may cause a credit on a student's account. All financial relief in the form of account credit will be refunded to the student's active Stafford, PLUS, and/or private educational loan. Financial relief will only be refunded directly to students who self-pay or have no active educational loans.

PETITIONS FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

A student whose eligibility for federal financial aid has been suspended for failure to make satisfactory academic progress may petition to have the eligibility reinstated. These petitions follow a different process. Please consult with your academic advisor for specific information.

PETITIONS FOR EXCEPTIONS TO ACADEMIC POLICY

For petitions requesting waivers of academic policies or requirements, including placement of a course already applied to the degree, the rationale and supporting documentation should focus on a demonstration of how the requirement has been met by an alternative means.

PETITION PROCESS:

The petition form is available from your academic advisor (or, for nondegree students, at your local GSC center). **Petition forms must be filled out completely and submitted to your academic advisor along with all required documentation.** After reviewing your request and any supporting documentation, your advisor will forward the materials to the Petition Committee for a decision. Nondegree students should ask at their local GSC campus for assistance with the petition process.

See below for documentation required for financial petitions. Supporting documentation for academic petitions will vary, depending on the nature of the request.

Petitions for changes in course enrollments and financial relief are reviewed on a weekly basis by the Petition Committee. Correspondence regarding the decision will be sent to students and advisors no later than Friday afternoon of the same week. Academic petitions may take a few days longer.

Please Note:

A late drop or a withdrawal past the deadline from a course taken in a prior term will not be approved. Students with extenuating circumstances in a prior term may submit a petition for a change of grade from AF to W. In cases of extreme extenuating circumstances, financial relief may also be requested.

All grades are final six months after they are posted. Petitions that lack sufficient documentation will be returned to the academic advisor.

SUPPORTING DOCUMENTATION REQUIRED: COURSE DROP OR WITHDRAWAL WITH FINANCIAL RELIEF

Medical Conditions (Student or Immediate Family Member)

Documentation: An original letter from a physician, psychiatrist, or other licensed healthcare professional on the provider's letterhead with contact information. The letter must specifically state the period of time that the student or family member was receiving treatment and that the student was advised or required to withdraw from school due to medical reasons or to assist with the care of his/her family member.

Death of an Immediate Family Member

Documentation: Copy of death certificate or newspaper obituary.

Military Duty

Documentation: Copy of orders.

Natural Disaster

Example: Unexpected catastrophes such as fire or flood.

Documentation: Copy of insurance, fire, police or other similar report from an independent agency.

Institutional Error

Documentation: Copies of any documents that you believe support your position (registration forms, receipts, bills, financial aid awards, correspondence with staff, etc.).

Other Extenuating Circumstances with Extreme Hardship

Documentation: Speak with your advisor about appropriate documentation.

SUPPORTING DOCUMENTATION REQUIRED: ACADEMIC POLICY EXCEPTIONS

Documentation: Written rationale and copies of any documents that demonstrate how the exception will maintain or strengthen the academic quality of your degree program.

PETITION APPEALS:

You are entitled to an appeal if your petition was denied and you believe that the request should be reconsidered due to the availability of additional information or the need to clarify information. This request for appeal must be made within 30 days from the date that the original request was denied. Appeal forms are available from your academic advisor and at all academic centers.

The appeal form should include a brief statement as to why the decision should be reconsidered. You will also need to provide additional supporting documentation or clarification of the original petition. Upon receipt, the appeal will be forwarded to the Petition Appeals Committee for review. The decision of the Petition Appeals Committee is final. You will be notified in writing of the decision within 14 days of receipt of the appeal.

Note on Confidentiality: All confidential information submitted as part of the petition process will be held until the appeal deadline is reached or a decision has been made on an appeal request, whichever comes first. After that time, all documentation not considered essential to the student's academic record will be destroyed.

Granite State College Petition Form

It is important that this form be filled out completely. Any missing information may cause delays in the decision-making process.

Student Information

Date _____ Phone (Day) _____

Name _____ Phone (Evening) _____

Address _____ Email Address _____

Advisor _____

- Non-Degree Student
 Degree Student Associate Bachelor's Post-Baccalaureate Teacher Certification Program
 Graduate Studies

Anticipated Graduation Date _____

Nature of Request

Course Drop or Withdrawal

- Late Drop from the Current Term** - select this option only IF YOU HAVE BEEN UNABLE TO PARTICIPATE IN A COURSE (i.e. never logged on to an online class or attended a face to face class) due to extreme extenuating circumstances (course will not appear on transcript, tuition refunded, fees non-refundable).
 Withdrawal Past Deadline from Current Term - select this option only IF IT IS PAST THE PUBLISHED WITHDRAW DEADLINE but need to withdraw due to extreme extenuating circumstances ('W' grade assigned on transcript, no refund of tuition or fees).

Course Dept & Number	Course Title	CRN	Term

Are you self-pay? Yes No If so, do you want any refund held on account for another term? Yes No

Financial

Financial Relief (Course Grant): Specify Amount Requested _____
 Date of Financial Aid Office Contact & Name of Staff Member _____

Exception to Academic Policy

Academic Policy Waiver: Specify _____

Other, including Extension of Incomplete and Course Overload: _____

Reason for Request (See “Petition Guidelines for Students.”) - Please attach your typed statement along with any supporting documentation and additional pages as needed. Ensure your statement:

- Is clearly titled “**Reason for Request**”
- Includes your name and date
- Is well crafted and provides a logical argument for your petition
- Adheres to the guidance, criteria, and definitions outlined in the “Petition Guidelines For Students”

Student Signature _____ Date _____

For Internal Use Only: Confirmation of Payment Method

Tuition Pay/Self-Pay Federal Financial Aid Outside Resource/ NH Vocational Rehabilitation

Employer Pay Military/VA NH National Guard Tuition Waiver

Confidential Information Destroy Date:

Granite State College Petition Form

For Internal Use Only

Instructor's Recommendation for Late Drop, Late Withdrawal or Change from AF to W: Approval Denial

Number of classes attended - OR - OIC Level of participation:

Date of last attendance OR OIC Log-in _____ Grade at time student stopped attending/participating _____

Please also provide date of last academically-related activity (discussion participation, assignment submission, etc.) and any additional comments that may be helpful in determining the student's de facto course withdrawal date.

Instructor's Name _____ Via phone Via e-mail Date _____

Advisor's Recommendation Approval Denial

Comments

Advisor's Name _____ Date _____

Signature _____

Petition Action Approved Denied Inactivated Petition Withdrawn by Student

Academic Decision

Approval Rationale Student's Documented Extenuating Circumstances Institutional Error
 Outcomes of Academic Requirement Met

Denial Rationale No Supporting Documentation
 No Extenuating Circumstances or Institutional Error to Warrant Exception to Policy
 Too Far Outside of Standard Academic Practice to Warrant Exception to Policy
 Outcomes of Academic Requirement Not Met

Signature _____ Date _____

Title _____

Financial Decision

Approval Rationale Student's Documented Extenuating Circumstances Institutional Error

Denial Rationale No Supporting Documentation
 Supporting Documentation Contradicts Petition Rationale
 No Extenuating Circumstances or Institutional Error to Warrant Exception to Policy

Signature _____ Date _____

Title _____