

Procedure: 3.07A

Administrative Enrollment Deadlines

A petition request must be filed by the provisions of this policy and within the timeframes established here to be considered.

To file a petition, complete and submit the online form according to the instructions.

The petition facilitator, designated by the Vice President for Student Affairs and Enrollment Management, will decide the outcome of the petition based on all pertinent documentation submitted and a review of college records. The notification of a decision will be sent to the petitioner in writing within 14 business days of receipt of the petition. A student may appeal the decision to the Student Affairs Appeals Committee within 30 days of notification of the initial decision.

Petition Criteria

All petitions must include information that documents one of the following:

- 1) Sudden illness, accident, injury, or situation that impacted the student's class schedule. Generally, petitions based on chronic illnesses known at the time of enrollment are not approved.
- 2) Call to military service or jury duty.
- 3) Substantiated circumstances involving college error where a student in good faith relied on information provided by a named college official and was consequently misled or mistaken.
- 4) When it is in the student's and institution's best interest to grant an exception to the deadline, the facilitator may grant an exception.

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