



Received

Enrollment Services General Petition

Petition distributed to student by: _____
(Name of Faculty/Staff Member and Department)

Student has read and understands the Instructions of General Petition: _____
(Initials of Faculty/Staff Member)

I. Personal Identification Information – please print all information clearly.

Name: _____
Last First Middle

ctcLink ID No. _____ Previous Student ID No. (if applicable) _____

Address: _____ Phone Number () _____
Street Address Apt No.

_____ Email: _____
City State Zip

II. Check all boxes below that apply:
See reverse for instructions, documentation and signatures.

- Drop course past deadline
- Request for a late Withdrawal
- Refund past refund deadline: ____100%____ 50%
- Other (explain and attach more pages if necessary)

III. What are the reasons an exception should be made?

On a separate piece of additional paper (please be brief, yet to the point) please explain all circumstances regarding your request including dates. Include what you are asking for.

IV. Documentation

Please attach supporting documentation to this form and submit to the Enrollment Services Office. (E.g. Letter from a doctor, military orders, etc.)

Petitions cannot be processed without this information.

*The year and quarter affected is:

(E.g. Winter 2022, Spring 2021, etc.)

*List all courses the request involves:

(E.g. English 101, Math 92, etc.)

Student Signature _____ **Date:** _____

Official use only:

7001(Y100) Cashier Financial Aid Veterans Ed. Office Student Notified

Logged date: _____

Approved/ Denied _____%

TOTAL AMOUNT: _____

Associate Dean for Student Success

Date

Instructions for the General Petition

Enrollment Services General Petition (What can this petition be used for):

- May be used to drop a course past the deadline
- Request a Withdrawal past the last day to withdraw with a “W”
- Request a refund past the refund deadline

Guidelines:

All exceptions must be requested in writing to the Associate Dean of Student Success before the last day of the quarter in which payment was made.

Student will complete the petition and attach required documentation. Be sure to sign and date.

Submit petition and documentations to:

- Associate Dean for Student Success, Building 17, Room 130 on the Lakewood campus, or
- Email to Cindy.Mowry@cptc.edu

Exceptions may be made for the following:

- Medical problems severe enough to prevent attending
- U.S. Military service call to duty
- Campus administrative error
- Other unforeseen situations

Documentation required:

- Medical: Health care provider must verify “first date you could not attend due to medical reasons”. Must be on health care provider letterhead with original signature.
- Copy of Military orders showing date called to active duty
- Explanation of administrative error

Please explain the request in detail and provide documentation and supporting signatures.

Tips:

1. State your request clearly, add as much background information as possible.
2. Anything that supports your reasons can be documentation. The more the better.
3. Medical and military documentation must be on official letterhead with phone number to call for questions.
4. If your request claims misadvising or administrative error, faculty/staff will be contacted.
5. Keep a copy of petition and all documentation for your records.
6. Review your completed petition with registration staff prior to submission. Petitions missing information are returned to students.

Appeals - what if your request is denied? If your request is denied, you will be informed of the process for filing an appeal.

Need help on your petition? Call Associate Dean for Student Success, Cindy Mowry at 253.589.5570