Granite State College

Petition Form

Return to:
Your Academic Advisor
Phone: 1-855-472-4255

Student Information

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<th>Last Name</th>
<th>First Name</th>
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<th>GSC Student ID #</th>
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Course Information

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<th>Course Code #</th>
<th>Course Title</th>
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Select all of the following requests that apply:

- □ Late Drop from the Current Term – 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, and you wish to drop the course (course will not appear on transcript, tuition and fees refunded).

- □ Late Withdrawal from Current Term – If it is past the withdrawal deadline but before the close of the term, you may request a late withdrawal due to extreme extenuating circumstances. (‘W’ grade assigned on transcript, no refund of tuition or fees).

- □ Financial Relief – If there is a student account balance on your account that is the result of an official or unofficial withdrawal due to extreme extenuating circumstances, you may request institutional funds to clear that balance.

Along with this signed Petition Form, please include:

- □ Reason for Request: A typed, well-crafted statement titled “Reason for Request” that includes your name, date, a logical argument for your petition, and adheres to the guidance, criteria, and definitions outlined in the “Petition Guidelines for Students” on the reverse side of this form.

- □ Supporting Documentation: Ex: A letter from a physician or other licensed professional on letterhead which includes dates that student or family member was receiving treatment, copy of death certificate/obituary, military orders, etc. See “Petition Guidelines for Students” on the reverse side of this form.

Signatures

I have read the attached “Petition Guidelines for Students” and have submitted all of the required documents.

Student Signature

Date

Advisor Signature

Date
Granite State College

Petition Guidelines for Students

Overview of the Petition Process
There may be circumstances beyond a student’s control that prevent him/her from completing his/her coursework for a term. The Petition Form must be filled out completely and submitted to your academic advisor with all required documentation and your typed reason for request. Your advisor will forward the materials to the Petition Committee for review. A written decision will be emailed to the student’s go.granite account.

Extenuating Circumstances and Required Documentation
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, nonetheless, they do not absolve students of their responsibilities to the College.

- 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/online obituary.
- Military Duty Documentation: Copy of orders.
- Natural Disaster (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 form receipts, bills, financial aid awards, correspondence with staff, etc.).
- Other Extenuating Circumstances with Extreme Hardship Documentation: Speak with your advisor about appropriate documentation.

Petition Appeals
If a student believes that reconsideration of the decision is warranted due to the availability of additional information, the need to further clarify information previously presented, or the decision of the Petition Committee was made contrary to college policy and/or made without reasonable process, he or she may appeal the decision to the Provost. The student must do so in writing within fifteen (15) working days of the date of the decision. The appeal should clearly state the ground(s) on which the student is asking to have the decision reviewed and any relevant new information. The Petition Committee will forward all materials concerning steps already taken and information received to the Provost. The Provost will review the appeal and will provide to the student a final written decision.

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.