



FARIBAULT • NORTH MANKATO

**Drop/Refund or Withdrawal Petition**

Students may request an exception to college policy or procedure when extenuating circumstance have occurred. **Complete the back of this form, state your request, AND list the course(s) you want reviewed,** describe the specific incident or hardship, attach supporting documentation and return to the Welcome Center. **Petitions should be filed in the semester of occurrence but no later than 120 days after the last day of the semester in which you were enrolled.**

- Complete and submit this form to the SCC Welcome Center: in person, via fax at (507) 389-7419 or scan and email to petitions@southcentral.edu. Mailing address is SCC Welcome Center, Attn: Student Affairs Assistant, 1920 Lee Blvd, North Mankato, MN 56003.
- Decision will be sent via email provided below. If approved by the Associate Vice-President of Student Affairs, we will make the requested change(s).
- All registration and financial obligations must be met. Dropped courses may require recalculation of financial aid and may result in an overage award requiring the student to pay back his/her aid.
- Petitions cannot be fast-tracked. Please allow at least 15 business days for a decision.

**Please print clearly**

Name: \_\_\_\_\_ Student/Star ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State ZIP \_\_\_\_\_

**Term:**      Fall 20\_\_\_\_      Spring 20\_\_\_\_      Summer 20\_\_\_\_

- \_\_\_\_\_ **I did not attend** my course(s) because of significant personal hardship and I am petitioning to have the course(s) dropped and charges removed.
- \_\_\_\_\_ **I did attend** my course(s) but because of significant personal hardship I am petitioning to have the course(s) dropped and charges removed.
- \_\_\_\_\_ I attended my course(s) and would like to withdraw after the deadline.

**Extenuating Circumstances:** Petitions without documented extenuating circumstances will not be considered.

- Medical: Documentation of the **student's** treatment from a medical or mental health professional on letterhead, including dates of treatment and a telephone number for verification, is required. Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibits successful completion of the term.
- Other: Death or serious illness of an immediate family member or other significant hardship

*These are guidelines and do not guarantee approval. The Associate Vice-President of Student Affairs decides each case on its own merit.*

Attach your typed request or write your request below:

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Courses you want reviewed:

<u>Course ID</u>	<u>Dept/Course/Section #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The information I have provided is complete and true to the best of my knowledge.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
***Form must be signed to be considered.***

CONFIDENTIAL INFORMATION

South Central College is asking you to provide private information in order to process your petition. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in this information. Under certain circumstances, federal and state laws authorize release of private information without your consent; to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law