MEDGAR EVERS COLLEGE
The City University of New York
1650 Bedford Ave, Brooklyn, NY 11225

Petition to the Academic Standards & Regulations Committee

The petition process exists to afford students with extenuating circumstances to seek accommodation from the college about a college requirement. The average time to receive the results of your petition is 4 to 6 weeks; this variance is due to the amount of time needed to contact others for information regarding your request. During the time you are waiting for a response to your request, you should assume that your petition has not been approved. Based on this assumption, you should settle all related debts with the college and/or register for and attend class accordingly. After a decision has been made on your petition, the result will be mailed to the address you provide on the petition. Please note: All petitions involving grade/transcript changes must be filed prior to your graduation from Medgar Evers College. Petitions requesting changes to the academic standards of Medgar Evers College because of poor course performance or failure to be aware of deadlines/requirements on the student's behalf will not be approved.

Grounds for Appeal

Appeals can only be granted on the following grounds

1.	You unofficially withdrew from a course(s) due to extenuating circumstances which can be documented.
2.	Course substitution or waiver of college-wide core course(s).
3.	There has been an irregularity in a grade you received for a particular course which casts reasonable doubt on the validity of the result. You will need to explain what irregularity has occurred and how it has affected your grade. You must submit a written response from the academic department for which you initially appealed/petitioned.

Certification of Form

(a) Confidentiality

In accordance with the Data Protection Act 1998, we are required to gain your consent to the following:-

- To hold some elements of the information you have provided on an electronic database;
- To disclose the information that you have provided to authorised members of the University staff as required for the reasonable purposes connected with the investigation of your case

By signing here, you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.

(b) False Claims

You should note that the submission of false or fraudulent documentation is a serious matter and is an academic offence, which will be dealt with under the College's Student Disciplinary Procedures. The College reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.

I agree with the statements contained in (a) and (b) above and confirm that the information which I have given is true and that I have read and understood the Academic Appeals Procedure.

Signed_____Date_____

Contact Information

Mr./Ms.	Name:	LAST 4 SS#:

Major: _____ Status:(Freshman, Sophomore, Junior, Senior):_____

Cumulative GPA:_____ # of Credits: _____

Attendance: Full-time ☐ Part-time ☐ ☐ Not Attending-(Explain):_____	Semester Request for Academic Appeal:

Current Address:	Zip Code

Contact Tel No:	Mobile No:
MEC Email Address:	Personal Email Address:

Appeal Request

Please submit your request in the section (s) listed below. Please provide your rationale in two sentences or less:

1.	To waive a college-wide core course(s)
2.	To substitute a college-wide core course(s)

3.	Other-Check all that apply: ☐ Unofficial Withdrawal-WU grades to be changed to W grades (official withdrawal): ☐ Removal of "W" grade to receive a letter grade(A, B, C, D, F, INC) ☐ Adding a "W' grade *after* the official withdrawal deadline ☐ Change "Z" grade to "W" grade. ☐ Disputing departmental grade (previously reviewed by respective academic department) Please provide your rationale below and (check) the box(s) that apply: ☐ Medical ☐Legal ☐Housing ☐Death ☐Financial ☐Other ☐ Documentation Attached ☐ No Documentation Attached

Academic Standards Office Use Only:

The student's request is: ☐Approved ☐Not Approved ☐Not Subject to Petitioning

Academic Standards & Regulations Committee Chairperson:

Signature: _____**Date:** _____