



Policy Series #: 2000 – Students
Policy Manager: Gary Schindler
Student Petition Process

PURPOSE: The purpose of this procedure statement is to note the process for managing student petitions. It is also revised to address changes in college staff titles.

APPLICABILITY: Student Petition Process.

Students may submit a petition to seek an exception to the following college policies:

- Course drops after the deadline
- Full or partial tuition refunds
- Tuition refunds after the deadline
- Course withdrawals after the deadline
- Other exceptions to college policy and procedures.

Step One - Student should complete a petition form and submit it to the Registrar's Office. You will find the form on the college web site at www.riverland.edu/registrar/forms. The petition will be reviewed by a Petition Committee, whose members include the Registrar, Business Manager, Financial Aid Director, and an Academic Dean. The student will receive written notice of the decision of the committee within ten (10) business days of the receipt of the petition.

Step Two - Following the decision on step one of the Petition Committee, a student may request an appeal review before the Dean of Student Affairs. The request for an appeal must be submitted, in writing to the Dean of Student Affairs within ten (10) business days of the date of notification of the decision in step one. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal.

The Dean of Student Affairs will review the request for appeal review letter and will determine if the request has merit. In addition, the Dean of Student Affairs may schedule a meeting with the applicant. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original petition decision in step one, the Dean of Student Affairs has the discretion to request a meeting with the committee and the student appealing the decision. The Dean will render a review decision in writing within ten (10) business days of the appeal meeting.

Step Three - Following the decision of the appeal review, a student may request a third review before the Vice President of Academic and Student Affairs. The request for a third appeal must be submitted, in writing to the Vice President of Academic and Student Affairs within ten (10) business days of the date of the appeal review decision completed in step two. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal.

The Vice President of Academic and Student Affairs will review the original appeal letter, the appeal review letter and the third appeal request, and will determine if the grounds for a third-level appeal have merit. The Vice President of Academic and Student Affairs may schedule a meeting with the student.

An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original petition decision or the appeal review decision, the Vice President of Academic and Student Affairs has the discretion to request a meeting of the Petition Committee, the Dean of Students and the student. The Vice President of Academic and Student Affairs will render a third-level appeal decision in writing with ten (10) business days of the third-level appeal meeting. The Vice President's decision is final and binding.

DEFINITIONS: N/A

DOES THIS POLICY HAVE A PROCEDURE? NO

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: (*if any*)

Date of Initial Review by President's Cabinet: 12/11/2014

AASC Review (if applicable):

FSGC Review (if applicable): 12/17/2014

Date of Final Approval / Policy Adoption: 3/12/2015; 9/8/2016

Date & Subject of Revisions: 3/17/16 – revised appeal process.

8/2016 – NEW Riverland logo and Minnesota State branding