

ACADEMIC COUNCIL PETITION
Return petition to the Admissions and Records Office

ADMISSIONS AND RECORDS OFFICE HOURS (831) 646-4002/4007
 Monday – Thursday: 8:00am – 6:30pm Friday: 8:00am – 2:30pm

OFFICE USE ONLY

Received in A&R Date/Initial _____ Date of meeting _____ Computer _____

The function of the Academic Council is to consider requests for exceptions to the regular rules and regulations of the College. The Academic Council meets the 2nd & 4th Tuesday of each month.

STUDENT COMPLETES THIS SIDE (PART A ONLY)

PART A (please print clearly in ink or type) You will not be notified by mail. Please check WebReg for your petition status.

Name _____ MPC Student ID # _____/_____/_____
First MI Last

Address _____ Phone Number (____) _____
Number Street area code number

_____ International Student? Yes _____ No _____
City State Zip Code

E-mail address _____

I request the Academic Council to consider my request for: (Check below)

<input type="checkbox"/>	1. * Academic Renewal
<input type="checkbox"/>	2. Refund of Fees
<input type="checkbox"/>	3. Change of Grade Option

<input type="checkbox"/>	4. Other: (state in request area)
<input type="checkbox"/>	
<input type="checkbox"/>	

*** Academic Renewal:**

The student must have a cumulative grade point average of 2.00 or higher in the last 15 units of letter grades at Monterey Peninsula College. There must have been at least a two-year calendar lapses between the time of the most recent units earned at MPC and the units to be alleviated.

What is your request and explain the reason for this request.

Please check WebReg for your petition status. You will not receive a notice through the mail.

Student's Signature: _____ Date: _____

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PART B

Date of Decision _____

YOUR PETITION IS APPROVED:

- You have been granted Academic Renewal. Attached is an office copy of your transcript for reference.
- Your grading option for _____ has been changed from _____ to _____.
- A refund in the amount of \$ _____ will be mailed/or credited to your credit card account by the Fiscal Services Office.
- The extension you requested to make up the Incomplete grade received in _____ has been granted until _____.
- Other _____

YOUR PETITION IS DENIED:

- You do not qualify for Academic Renewal.
- You are not eligible, at this time, to repeat _____.
- The Council found no extenuating circumstance to change the grading option for your course(s). It is advisable that you drop the course by the deadline stated in the Schedule of Classes and receive a withdrawal (W) grade.
- The Council found no extenuating circumstance to approve a refund after the official deadline.
- The extension of time you requested to complete the work for the Incomplete grade received in _____ has been denied. The Council found no extenuating circumstance to approve the extension.
- Other _____.

YOUR PETITION IS DEFERRED:

- Your instructor has been contacted for comment(s).
- Your petition has been deferred to the appropriate Department for comment(s).
- Other _____

Laurence E. Walker, Dean of Student Services
Chair, Academic Council

Date