

College Operating Procedures (COP)



Procedure Title: Petitions for Academic Regulations
Procedure Number: 03-1711
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 7/24/09

Purpose Statement: The Petitions process is designed to review, based on a student's written request, Florida SouthWestern State College (College) policies or procedures related to admissions eligibility and other similar situations.

Guidelines:

The Petitions process is designed to review, based on a student's written request, the College policies or procedures related to:

1. Admissions eligibility to the College;
2. Admissions eligibility to the College Baccalaureate Program; Substitution/waiver of a course required for a degree or certificate program;
3. Readmission from academic suspension or dismissal;
4. Exception to the Maximum Attempts Policy;
5. Exception to the Third Attempt Surcharge; or
6. Exception to registration polices or deadlines.

Procedures:

Students begin the process by completing an official petition form available in the Office of the Registrar, Office of Counseling and Advising, or the Campus Dean's Office. Completed petitions must be submitted to the same office by the end of the semester immediately following the semester in which the event occurred. Petitions that are more than one academic year old are not considered.

Many petitions, especially those regarding admissions processes are handled directly in the Office of the Registrar. The Office of the Registrar makes a determination based on the information collected by his/her office or provided by the student, and may request a meeting with the student for further information or clarification. If necessary, additional college administrators responsible for the area of the petition may be involved in the decision. The

Office of the Registrar will inform the student of the decision by e-mail. Petitions without third party supporting documentation will not be considered.

Appeal of an Academic Petition

A student has a right to appeal a decision made on an academic petition. A student wishing to appeal a decision must complete an appeal form, and return it to the Office of the Registrar or the campus dean or President's Office. The appeal is forwarded to the appropriate campus or academic dean or the Campus President's Office, if the appropriate campus or academic dean or the Campus President had not previously reviewed the petition. The appeal is forwarded to the Office of the Vice President of Academic and Student Affairs if the appropriate campus or academic dean or the Campus President made the original decision. A copy of the original petition is automatically part of the subsequent appeal. An appeal is not simply a review of the original petition decision but a request to reverse the original decision. The student must supply new, relevant, previously undisclosed information, or present an argument as to why the original petition decision should be reversed. For an appeal to be successful, new information must be critical to the case, and new consideration or arguments should prove the student's case conclusively. The reviewing office may request a meeting or additional information for clarification. The Vice President of Academic and Student Affairs has responsibility for making the final academic decision for the College. Appeal forms are available in the Office of the Registrar or campus dean's office.