R ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE

Academic Petition

1. Student Information

NAME _____   STINGER ID _____

EMAIL _____@my.rctc.edu   PHONE _____

PROGRAM MAJOR _____

EXPECTED DATE OF GRADUATION _____

AWARD ☐ AA ☐ AS ☐ AAS ☐ AFA ☐ DIPL ☐ CERT

2. Explain your petition and provide a reason for your request

Include your DARS audit in your email submission to show why this petition is necessary.
Attach any additional information with this form as needed.

STUDENT SIGNATURE _____   DATE _____

3. RCTC Program Leader / Division Coordinator Recommendation

It is required for students to obtain a recommendation with detailed rationale from the appropriate area.
- The Program Leader/Division Coordinator of the student's declared major.
- For Liberal Arts and Sciences AA or Individualized Studies AS, this recommendation may be completed by an Advisor/Counselor rather than a Program Leader/Division Coordinator.

SUPPORT   YES ☐   NO ☐

RCTC SIGNATURE _____   DATE _____

Sections 1 – 3 must be completed or this form will be returned to student with NO action taken. Submit Completed Form to Records and Registration - onestop@rctc.edu

Academic Petition Process

Academic petitions are used generally after consulting with a counselor, advisor, or program leader faculty member when a unique academic problem is identified. Often when reviewing program or graduation requirements.

Step 1: Fill out the Petition

You will need to work with a counselor, advisor, or faculty member to complete this form. There are three main types of petitions that can be reviewed:

Type 1 petitions

Substitute or Waive a Program Requirement for Career Program

Student works with Program Leaders/Division Coordinator and/or Faculty Member to obtain a detailed rationale and signature. Student Include their DARS audit to show why the petition is necessary.

Type 2 petitions

Substitute or Waive a General Education, Health/PE or Elective Requirement for Liberal Arts AA

Student works with Counselor/Advisor/Faculty Member to obtain detailed a rationale and signature. With Counselor/Advisor/Faculty guidance, the student will also work with appropriate academic departments to secure a detailed rationale and signatures. Student Include their DARS audit to show why the petition is necessary.

Type 3 petitions

Substitute or Waive a General Education, Health/PE or Elective Requirement for Career or Transfer Pathway Program.

The student works with Program Leaders/Division Coordinators and/or Faculty Member to obtain rationale and signature. With Counselor/Advisor/Faculty guidance, the student will collaborate with appropriate academic departments to secure a detailed rationale and signatures. Student Include their DARS audit to show why the petition is necessary.

Step 2: Submit the Form

Submit the completed form to Records and Registration by email to onestop@rctc.edu.

Your petition and DARS report will be reviewed, and any incomplete petition will be returned, by email with explanation to the person who supported your appeal. (Page 1 #3).

Step 3: Completed petition Reviewed at Academic Standards

A review process will take place of the students' petition, during the review, the petition will be approved or denied.

Students will receive a decision, by email, within 1-2 days following the Academic Standards review. Academic Standards typically meets once monthly on the second Thursday of each Month.

- *Petitions and supporting documentation will be filed in student file. (Records and Registration)*
- *Approved petitions entered as exceptions in DARS. (Records and Registration)*
- *A copy of the petition/correspondence filed in committee archives. (VP of Academic Affairs Office)*
- *A copy of the petition/correspondence forwarded via email to petition advocate / supporter.*