Over the last year (2004/2005), Admissions and Records have had an approximate 30% increase in the number of petitions submitted by students. There are several reasons for this—including financial aid issues, nursing program requirements, and requests to remove fees and to change “Fs” to “Ws.” The purpose of this workshop is to explain the information that is requested by Admissions & Records and how it is used to determine if a petition is granted or denied.

**Spring 2006 – Full Term Class**

Important Dates:
- 01/13/2006 – Class Begins
- 05/26/2006 – Class Ends
- 02/06/2006 – Census Date
- 01/27/2006 – Refund Date
- 02/09/2006 – No “W” Date
- 04/26/2006 – “W” Date

**What Admissions & Records requests from you…**

1. Last Date of Attendance

2. Appropriate Box Must Be Checked:
   - Did the student ever attend class?
   - Did the student’s absences, prior to the end of the fourth week of the semester exceed two weeks of class time (i.e. 2 X the number of times the class meets per week)?
   - Did the student’s absences reach three times the number of times the class meets per week prior to the last day of the fourteenth week of the semester?

3. If Applicable, grade change to: __________ Initials: __________

4. Response: __________.....

**Here is why Admissions & Records requests this information:**

Last Date of Attendance – This information determines what the student is eligible for:
- Removal of fees
- No Show
- Removal of “W”
- Removal of “F”
- No Change

Appropriate Box Must Be Checked:
- Did the student ever attend class?

*If the student never attended, then he/she is eligible for a “No Show” or no grading symbol on his/her academic transcript, and no fees.*
- Did the student’s absences, prior to the end of the fourth week of the semester exceed two weeks of class time (i.e. 2 X the number of times the class meets per week)?

*If this criteria is met, then the student is eligible for a “No Show”, but may or may not be eligible for a removal of fees.*

- Did the student’s absences reach three times the number of times the class meets per week prior to the last day of the fourteenth week of the semester?

*If this criteria is met, then the student may be eligible for a “W.”*

If Applicable, grade change to: __________ Initials: ____________

Direct input from an instructor concerning grading change.

Response: __________ __________

*The response provided by an instructor is critical in determining some changes to academic record. For example, a student eligible for a “W” based on the above criteria, must have the instructor’s support of this request to have the petition granted.*

**Turn Around Time:**

Petitions are sent out with a two week window for response. Thereafter, a second request is sent. At times, depending on holidays, etc., a third request may be sent. After that, the matter is turned over to the Division Dean to assist in obtaining a response OR the Vice President of Instruction.

**Please note:**

- Students have the right to appeal.
- Students may only petition a class ONE time.
- Instructors are required to drop No Show students
- Instructors are required to drop students before census who are no longer attending and meet the 2 X formula
- Instructors may voluntarily drop a student whose final date of attendance is before the final drop date and meet the 3 X formula.
- Instructors may not change a grade to a “W” if the student’s last date of attendance is after the final drop date. This can only be done by faculty initiated Academic Grade Change form.