



Santa Fe College Rules Manual

**Title: College Petitions Committee
(Student Registration)**

Rule 7.22

General Authority: FS 1001.64

Law Implemented: FS 1001.64

Effective Date: September 16, 2009

Purpose: To establish a College petitions committee to review student registration petitions.

The College Petitions Committee shall have responsibility for reviewing and making decisions on student petitions to adjust records regarding a late withdrawal or fee refunds (in accordance with College Rule 7.11, Fees). The Petitions Committee will meet weekly and will be composed of representatives from Student Affairs, Academic Affairs, Office for Finance, and others as appointed by the chair.

The Petitions Committee will be chaired by the Associate Registrar.

A petition form may be secured from the Office of the Registrar or online, and must be submitted, with all appropriate documentation, at least five business days prior to the committee's scheduled weekly meeting.

A petition for adjustment of record must be made within one year following the end of the semester in which the course(s) was taken. A petition for adjustment of record will not be considered for courses within a completed program of study from which the student has graduated.

The student will be notified of the decision by the Petitions Committee via the college's official notification system within five business days of the date on which the petition was reviewed.

A decision by the Petitions Committee may be appealed in writing to the College Registrar. The appeal must be received or post-marked within ten business days from the date of the official notification of the decision, and shall state all specific reason(s) for the appeal. The Registrar shall take action on appeals and, when necessary, consult with the appropriate college official.

The College Registrar will forward subsequent appeals to the appropriate College Vice President who shall render a final decision in writing.

Requests to submit petitions after the one-year limitation or post-graduation must be submitted to the Registrar's Office. Either the Associate Registrar or the Registrar may determine whether to allow such petitions to go forward to the Petitions Committee for consideration.

Rule History

September 2009 (410.435)

May 2002 (410.330)

December 1990 (410.146)

October 1981 (410.92)