TREASURE VALLEY
COMMUNITY COLLEGE

Petition for Review of Circumstances
Student Services

Student Name: _____

Date: _____

Student ID: _____

Term: _____ SU _____ FA _____ WI _____ SP

Address: _____

Title of Class: _____

City, State, Zip: _____

Course # _____ Section: _____

Phone: (_____) _____

Instructor's Name: _____

Email Address: _____

PLEASE READ AND SIGN (*Form must be completed within 30 days of the quarter involved*)

This petition is for students who have experienced **extreme and/or unusual hardship** beyond their control which have impacted their academic status or enrollment at TVCC. This petition and supporting documentation must be submitted to the committee within 30 days of the quarter involved. A petition may only be submitted once in a students career at TVCC.

This form *may not* be used to petition for grade changes (e.g. an "F" to a "W"). Any request to modify grades must be made directly to the instructor who awarded the grade.

On the reverse side of this form, please describe your situation in detail. You may attach any additional documentation if needed. Place this petition in a sealed envelope and deliver to the Student Services Center, located in the rear of the Four Rivers Cultural Center building OR mail to the *Vice President of Student Services, Treasure Valley Community College, 650 College Blvd., Ontario, OR, 97914.*

After the committee reviews your petition you will receive a letter with their decision. All decisions are final.
I have read and agree to the above terms and conditions.

_____
Student Signature

This section is to be completed by the petition committee

Date Petition Received: _____

Appeal Decision: _____ Approved _____ Denied _____ Incomplete

Comments/Action _____

_____

_____

_____

_____ Notepad ❑

_____ Letter Sent ❑

Vice President of Student Services signature: _____

Date: _____

09/14/16

Students are allowed to submit only one petition during their attendance at TVCC

Please provide a description of the circumstances, including dates (attach more pages and documentation if needed):

- Describe the circumstances which have lead to your current situation.
- What steps have you taken to resolve this problem?
- What assistance are you requesting from Student Services?

Please print clearly:

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Student Signature: _____   Date: _____