PLEASE PRINT
Admissions and Records
Appeal Petition

Petition or Policy you wish to Appeal

Petition refers to:
Fall 20____
Spring 20____
Summer 20____

Student Name ___________________________ Date of Birth ___________________________

Mailing Address ___________________________ SCC Email Address ___________________________

City State Zip SCC ID# ___________________________

Explain why you feel original outcome was inappropriate and why you think your request should have been approved:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
(attach additional sheet if needed)

Student’s Signature ___________________________ Date ___________________________ Telephone No. ___________________________

Attach all applicable supporting documentation.

Academic Council Review

Date Reviewed: ___________________________

Council Determination: ___________________________

Council Chairperson or designee: ___________________________ (initial/date)

Subtract from Apportionment? □ Y □ N

If Yes, marked in Banner? ________ Initial/Date ___________________________

Student Notified? □ Y □ N Initial/Date ___________________________

Student responsible for understanding information on all pages of documents.

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Updated: 05.14.14 dlw
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Please return to A&R for processing
Appeal Petition Information and Instructions

If you wish to appeal the outcome of a previously processed petition, policy or practice it is appropriate to complete this form.

Before completing this form students are urged to make at least one additional attempt at resolution with the department that first denied the original petition.

Instructions:

1. Complete this form
2. Submit to Admissions & Records
3. Initial review will be completed and student will be sent a copy reflecting determination via SCC email within ten (10) business days after the Academic Council meets.