

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE PETITION FORM

1. Fill out the form completely, sign and date where indicated.
2. Obtain the appropriate signatures from your instructor and/or advisor.
3. A copy of your petition and its results will be sent to you via your Minnesota West email.

Star ID \_\_\_\_\_

Name \_\_\_\_\_ Program/Major \_\_\_\_\_

Street and/or PO Box Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email \_\_\_\_\_ Date Submitted \_\_\_\_\_

Check your campus: Canby  Granite Falls  Jackson  Luverne  Pipestone  Worthington  Online

Please check the type of request you are submitting (CHECK ONE BOX ONLY): Semester \_\_\_\_\_

- Substitution of liberal arts general education requirements (Attach syllabus if course is from another institution.)
- Credit limit exception
- Waiver of required course
- Graduation under previous catalog requirement
- Substitution of technical program requirement
- Leave of Absence \*
- Late withdrawal\*
- Drop course(s) with a refund \*
- Other (explain below):

**Important Note**

\*Approval of these requests may change your financial aid award. If your aid changes, you will receive a revised award letter. Students who receive financial aid and are seeking a refund may go into immediate repayment status and be required to repay all or a portion of the financial aid they received.

I have read and understand this information \_\_\_\_\_ (student initials)

Use this space to provide supporting information of your petition. Attach additional sheets if necessary.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Approved  Denied

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Approved  Denied

AND/OR

Administrator \_\_\_\_\_ Date \_\_\_\_\_  
 Approved  Denied

Comments:

\*\*\*Distribute according to Petition Flow Chart.