



# Petition for Policy Waiver Form

Petitions must be submitted no later than one (1) academic year following the semester about which the student is petitioning.  
 Petitions must be received by Friday at 4 pm in order to be reviewed the following week.

**Part 1** ▶ *Student Information - Complete part 1 and discuss petition with Academic Advisor/Navigator*

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
 Email address \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Semester Petitioning \_\_\_\_\_ Year \_\_\_\_\_

Please list the class(es) for which you are petitioning:

**All** or  **Specific Courses (List)**

Course Name \_\_\_\_\_ CRN # \_\_\_\_\_ Term/Year: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Course Name \_\_\_\_\_ CRN # \_\_\_\_\_ Term/Year: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Course Name \_\_\_\_\_ CRN # \_\_\_\_\_ Term/Year: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Course Name \_\_\_\_\_ CRN # \_\_\_\_\_ Term/Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Part 2** ▶ *Request of the Petition - Mark the appropriate box(es) below:*

- Drop class(es) with "W" grade on transcript\*
- Add class(es) after the posted deadline\*
- Waive tuition or tuition refund\*\*
- Other (Please specify): \_\_\_\_\_

\* A written statement from your instructor(s) is strongly encouraged.

\*\* Not attending or ceasing to attend a class does not constitute a drop. If you are petitioning for a refund of a class that you did not attend and did not drop prior to the deadline, a written statement from the instructor is encouraged to verify non-attendance.

**Part 3** ▶ *Reason for the Petition - Documentation and Student Narrative MUST be included with this form*

Approved Circumstance	Qualifications	Required Documentation
<input type="checkbox"/> Medical Disability	Unexpected and/or non-recurring, injury or illness requiring extensive recuperation	A health provider's documentation, including condition, impact on ability to attend classes, date it occurred, and anticipated release to normal duty
<input type="checkbox"/> Death	A death in the immediate family	Death certificate, an obituary notice or memorial indicating your relationship to the deceased and your flight itinerary, if necessary
<input type="checkbox"/> Active Duty Military (including National Guard)	Orders to report to active duty	Copy of written orders
<input type="checkbox"/> Hardship	A significant and unanticipated personal emergency/circumstance beyond your control	Appropriate documentation specifying the date of the personal emergency/circumstance with sufficient details supporting the incident
<input type="checkbox"/> Institutional Error	Advisement or guidance by a DMACC representative that resulted in incorrect enrollment, forfeiture of fees/tuition or other delay in completion	Written verification from the staff member, faculty and/or administrator confirming the error of your personal records

**Part 4** ▶ *Student Signature - Submit to PPW@dmacc.edu*

- I understand that failure to include supporting documentation and a narrative **WILL** result in petition denial.
- I have consulted with the Financial Aid Office and am aware that I may owe a repayment of financial aid funds, if approved

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>Ankeny Campus</i> 2006 S. Ankeny Blvd. Ankeny, IA 50021-3993 515-964-6200	<i>Boone Campus</i> 1125 Hancock Dr. Boone, IA 50036-5399 515-432-7203	<i>Carroll Campus</i> 906 N. Grant Rd. Carroll, IA 51401-2525 712-792-1755	<i>Newton Campus</i> 600 N. 2nd Ave. W. Newton, IA 50208-3049 641-791-3622	<i>Urban/DSM Campus</i> 1100 7th Street Des Moines, IA 50314-2597 515-244-4226	<i>West Campus</i> 5959 Grand Ave. WDM, IA 50266-5302 515-633-2407
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DES MOINES AREA COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RIGHTS, APPEALS AND FERPA  
Subject: Petition for Policy Waiver  
Effective Date: February 1, 2021  
Number: ES 4650

I. Institutional Regulation

A student who feels extenuating circumstances prevent compliance with the established dates for drop, add, or tuition refund may ask for special consideration by completing a PETITION FOR POLICY WAIVER form (Form ES 4650). The petition may be obtained from the end of this document and submitted to the Registrar's Office (Ankeny) or the Student Services Office (all other campuses). **Petitions shall be submitted no later than the end of the semester one academic year following the semester for which the student is petitioning.**

Being unaware of college procedures and deadlines does not constitute justification for exception to policy. Information regarding registration policies, procedures, deadlines and changes can be found at [https://www.dmacc.edu/student\\_services/Pages/policies\\_procedures.aspx](https://www.dmacc.edu/student_services/Pages/policies_procedures.aspx)

II. Procedure

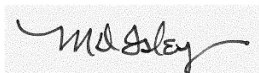
- A. This process can only be used if an unanticipated incident or emergency occurred that hindered the student from completing courses or complying with registration deadlines. Reoccurring conditions are not considered unanticipated.
- B. Issues addressed by Petition for Policy Waiver Committee:
1. A student who wishes to add a course after the last day to drop classes for the term must, in addition to obtaining approval of the course instructor per ES 4554 Registration Status Procedure, also obtain the approval of the Petition for Policy Waiver Committee through submission of a petition.
  2. A student who wishes to drop a course after the published drop deadline must obtain approval of the Petition for Policy Waiver Committee through submission of a petition.
  3. A student who drops a course and wishes to receive a tuition refund larger than the normally calculated refund must obtain the approval of the committee through submission of a petition.
- C. **It is the responsibility of the student to provide the Committee with appropriate documentation outlining the details of petition.** Supporting documentation specifying relevant details, (e.g., onset, treatment, and release dates for medical issues and obituary for family deaths) must accompany the PETITION FOR POLICY WAIVER form (Form ES 4650).
1. Petitions will not be reviewed without the proper documentation. The committee may ask the student to submit additional documentation in order to make an informed decision.
  2. Petitions and documentation must be submitted to the committee at least three (3) business days prior to the committee review date. Petitions submitted after that deadline will roll to the next review date.
- D. A committee comprised of members from the offices of the Registrar, Financial Aid, Student Accounts, Student Development, and Student Success representatives will review all evidence. Each member will exercise one vote in determining the validity of the claim. The committee's decision will be communicated in writing to the student. Other college personnel may assist with the investigation and may be asked to participate in the committee as ad hoc, non-voting participants. Campus Advisor or Counselor may also attend the Petition for Policy Waiver Committee meetings as a non-voting participant.
- E. If the Committee determines that the petition would be more appropriately dealt with under the ES 4630 Student Conduct, Discipline, and Appeals Procedure, a voting member of the Petition for Policy Waiver Committee will provide the student with a copy of the procedure and refer the student to the appropriate campus advisor or counselor.
- F. If the petition involves alleged discrimination, a voting member of the Petition for Policy Waiver Committee shall provide the student with a copy of ES 4645 Discrimination Complaint for Students and refer the student to the Campus Advisor, Counselor, the campus Dean/Provost's office, or the Judicial Officer.
- G. If the petition alleges disputes between the student and instructor(s), a voting member of the Petition for Policy Waiver Committee will refer the student to the campus advisor or counselor for assistance in filing an appropriate procedure.

- H. If the student seeks an administrative withdrawal due to medical or mental health conditions or if the Committee believes that may be warranted, the petition will be referred to the Vice President of Enrollment Services and Student Success and procedures outlined in ES 4520 Administrative Withdrawal will be followed.
- I. If the student's petition has not been approved, the student may request further committee consideration if the student presents new or not previously submitted information or documentation. This information or documentation must be presented in writing within 10 (ten) working days of the initial petition denial. A student may request Committee reconsideration one time. After further consideration, the decision will be communicated to the student in writing. This is the final level of appeal.



APPROVED: \_\_\_\_\_  
Vice President, Enrollment Services and Student Success

Date: 2-25-21



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Vice President, Academic Affairs

Date: 2-21-21