



- **Deadline for submission: by the midterm of the semester following the semester of the hardship**
- Original copies of supporting documentation must be attached
- Medical or occupational documents must be on official letterhead
- Examples of documents include:
  - Physician statement and signature on office letterhead
  - Occupational documents
  - Copy of Obituary, with proof of relationship to deceased
- \*Please note a full medical history is not needed
- **Partial withdrawal is not an option**
- If granted, the student will be withdrawn from all classes in which he/she is enrolled and will receive a "W" for each class. Approval of this petition may result in adjustments to your financial aid offer and/or your student account.

**Please Print**

<b>Name</b>	<b>MGA ID</b>
<b>Address</b>	<b>City/State/Zip</b>
<b>Major</b>	<b>MGA E-mail</b>
<b>Daytime Phone</b>	<b>Alt. E-mail</b>

Justification for grade change request:

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Petitions must be submitted by the mid-term of the semester following the semester during which the hardship occurred. Have you submitted the petition within the deadline identified in the policy?

YES                      NO

If no, please provide documentation and justification to support why the deadline was not met.

In the table below, list all the courses you were registered for during the semester of the hardship.

Subject and Course Number (ex. ENGL 1101)	CRN	Faculty Name	Date Last Attended (To Be Completed by Provost Office)

Student's Signature

Date

**For Office of the Provost Use Only:**

Date Received

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**Approved**

Associate Provost

**Date**

**Denied**

Associate Provost

**Date**

*Once the Student Petitions Committee reviews the appeal, a notification will be sent to the student indicating approval or denial.*

**This process may take up to 15 business days.**

Date Documentation Sent to Office of the Bursar: