



General Petition
 Hibbing Community College
 Student Services Offices
 1515 East 25th Street
 Hibbing, MN 55746
 1-800-224-4422 or 218-262-7200
 Fax: 218-263-2992

Name: _____ Student ID# or Star ID: _____
 Address _____
 City, State, Zip: _____ Phone: _____
 Email Address: _____

Semester and year this petition pertains to: Fall Spring Summer 20_____

- Procedure**
1. Complete and sign the form.
 2. **Attach appropriate documentation. Explain mitigating circumstances on a separate sheet of paper.** Include documentation such as change in major, illness, death in the family, or unavoidable absenteeism. Petitions without documented extenuating or mitigating circumstances will not be considered.
 3. Return the completed form to Student Services. The Petition Committee meets weekly and you will be notified of a decision by email. Call 218-262-7247 if you do not receive notification within 10 working days.
 4. If you disagree with the committee's action, you may appeal to the HCC Provost. His/her decision is final.

Reason for Petition

Drop course(s) and remove charges after deadline. Enclose Add/Drop/Withdraw form.
 Withdraw from course(s) after the last day to withdraw. Enclose Add/Drop/Withdraw form.
 Other (please explain): _____

Student Signature: _____ Date: _____

The HCC Petition committee will review the General Petition and notify the student of the outcome of the appeal by email. All students have the right to appeal their General Petition. If the student is not satisfied with the decision of the committee, they have the right to appeal to the Provost. If the student is not satisfied with the decision of the Provost, they have the right to appeal to the Senior Vice Chancellor of Academic and Student Affairs at MnSCU.

Office Use Only

Response: Approved Denied

Comments: _____

Initials of Petition Committee Members: _____ AJ _____ DG _____ DO _____ JB _____ KD _____ MI

Date: _____