

STUDENT PETITION FORM

INSTRUCTIONS

USE OF THE STUDENT PETITION FORM

Complete the form and send it to daccnurs@nmsu.edu, along with accompanying documentation. Documentation may include but is not limited to degree audit, academic standing in current classes, relevant medical paperwork (medical withdrawal only), and any supporting documentation you believe will help your petition.

When requesting to repeat a course the following supporting documentation must be provided:

- Exam scores
- Exam average
- Overall course grade
- All academic improvement plans for that course
- Degree audit

If supporting documentation is not submitted, the petition will not be accepted.

1. Approval to Repeat a Course

See Section Admission, Progression and Graduation of the DACC Nursing Program Student Handbook for Reference

2. Approval to be Withdrawn After Withdraw Date

See Section Admission, Progression and Graduation of the DACC Nursing Program Student Handbook for Reference

3. Approval to be moved to the part-time Track

By requesting to move to part-time status, you acknowledge and agree to remain on the part-time track until you exit the program or graduate.

4. Other – If you have numerous requests, use this space.

STUDENT PETITION FORM

DACC APG COMMITTEE

PURPOSE OF THE DACC STUDENT PETITION

The Student Petition provides students with an opportunity to request action that is normally not permitted by college practices and procedures. The Student Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the DACC Catalog for policies related to your request.

Please complete the following. PRINT legibly and clearly.

Student Name: _____	Student ID: _____
Address: _____ Apt: _____	Phone: () _____
City: _____ State: _____ Zip: _____	Email: _____

1. ACTION REQUESTED

Please indicate the action requested by checking the appropriate box. For end-of-term requests, petition is due on the last day of the term for the Nursing Program before 5:00 pm. For other requests, petition is due BEFORE WITHDRAW date for the beginning of semester requests. See also <https://records.nmsu.edu/students/important-dates.html>

REQUEST

- ☐ Request to repeat one course that I did not pass
- ☐ Request to repeat two courses that I did not pass
- ☐ Permission to delay admission one semester until _____ (Semester and Year)
- ☐ Drop my course(s) prior to the drop or withdrawal deadline
- ☐ Withdraw from my course(s) after the withdrawal date has passed
- ☐ Permission to be moved to the part-time track
- ☐ Other (Please Specify): _____

COURSES AFFECTED (NUR 134, 149, etc.)

Semester	Year	Course Name and Number (i.e. NUR 134)
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		

2. STUDENT STATEMENT: Please provide a written explanation and attach supporting documents. (Required for all requests)

3. STUDENT SIGNATURE: _____ DATE: _____

ADMISSIONS USE ONLY

Your Petition has been reviewed and your request has been:

☐ Approved ☐ Denied ☐ Amended

Comments: _____

Review Committee: _____ Date: _____

Staff Initials/Date Stamp: