



Submit completed form along with supporting documentation to studentpetitions@mga.edu

- 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- If granted, the student will be withdrawn from all classes in which he/she is enrolled and will receive a "W" for each class

Please Print

Name \_\_\_\_\_

MGA ID 983- \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Major \_\_\_\_\_

MGA E-mail \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Alt. E-mail \_\_\_\_\_

Today's Date \_\_\_\_\_

Justification for grade change request: \_\_\_\_\_

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. Petitions submitted for hardships that occurred more than one year ago will not be reviewed.

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:**

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Approved \_\_\_\_\_  
Associate Provost

Date \_\_\_\_\_

Denied \_\_\_\_\_  
Associate Provost

Date \_\_\_\_\_

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*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 Bursar:** \_\_\_\_\_

Date Received by Provost Office \_\_\_\_\_