ALAMO COLLEGES DISTRICT
San Antonio College
Student Conduct & Title IX Office

Student Petition

Name (Last, First, MI)			Banner ID #	
Local Address	Street	City	State	Zip
Phone Number		Alamo Colleges Email address (*example: jdoe@student.alamo.edu*)		

Instructions: By submission of this petition, you agree to the following:

- Be **SPECIFIC** and **CLEAR** in your request.
- It is the student's responsibility to ensure that all the required documentation is turned in at time that the Petition is submitted.
- Petitions for academic terms that are ***over one year from the current term*** will not be reviewed. Example: Issues occurring in Spring 2017 will not be heard on a Petition submitted after Spring 2018.
- This petition is **NOT** for Grade Change or Audit requests, Three-Peat Rule, or any departmental decisions made based on state or federal guidelines that the department must abide by.
- A student requesting to drop one or more courses must meet with their instructor and assigned advisor prior to completing this petition. If applicable, please attach any documentation you would like the committee to review.
- **A student requesting a back-dated withdrawal understands that he/she may be required to repay Financial Aid received from San Antonio College if this petition is granted. This amount could be the sum of federal, state, external, institutional aid awarded.**

Once completed, petitions are submitted to the Student Conduct & Title IX Office, Fletcher Administration Center Room 214. The student will be notified once a decision has been rendered. We are prohibited from forwarding personal and confidential information to any email address other than the ACES student email address.

Today's Date	Type of Request	Semester/Year

Reason for petition

Complete on back if necessary

Student's signature

Overall Committee Action/Recommendation and Justification (additional notes should be included in SPACMNT):

Approved Denied Not Applicable

Committee members present (initials):

Notes: