

## PETITION PROCEDURE FOR EXCEPTIONS TO UNIVERSITY REMEDIATION POLICY

Students may petition for exception to policy to be allowed to continue at CSUSM in the Fall semester only if they experienced serious and compelling circumstances beyond their control during their first year at CSUSM.

1. Students must obtain a Petition for Exception form (“Special Consideration Form”) from Cougar Central, write a formal letter explaining the situation, and provide appropriate documentation supporting the claim(s). (Note: EOP/SSS students must also submit a letter of support from their counselors.)
2. Petitions and documentation can be immediately be submitted, and/or after Fall grades are posted for both CSUSM and Palomar coursework, and/or after Spring grades are posted for both CSUSM and Palomar coursework, and/or after Summer grades post to the First-Year Academic Support Coordinator in *Craven Hall 4100*.
3. Petitions will be processed/decided generally within two weeks by the Remediation Policy Petition Committee.
4. Approved petitions: Students will be notified of a decision by the First-Year Academic Support Coordinator that will include a compliance plan for meeting remediation requirements.
5. Denied petitions:
  - a. Students will be notified of decision by the First-Year Academic Support Coordinator that will include a compliance plan for meeting remediation requirements (including Leave of Absence if the plan is for more than 1 semester).
    - i. Students completing the plan within one year will be allowed to reenroll for courses.
    - ii. Students not completing the plan within one year must reapply to the university as a transfer student.
  - b. Students will be disenrolled from courses at CSUSM and have an ELM and/or an EPT hold placed their on record.

## DOCUMENTATION GUIDE

**Emotional/Psychological Issues** - Students should be guided to provide support letters from campus counselors or off-campus mental health professionals. Such letters must be on letterhead stationery and must include a full name and contact information for the person who signs the letter. Mental Health professionals are defined as psychologists, psychiatrists, rehab counselors, people with professional training, etc.

**Physical/Medical Problems** - Students should be guided to provide support letters from medical service professionals demonstrating serious illness. Letters do not have to disclose the diagnosis or confidential information but should confirm that services were/are provided to the petitioner during the time period stated in the petition. Letters need to include letterhead information from the service provider. Other acceptable documentation includes payment receipts with dates that support the illness or treatment.

### Administrative Problems

- MISINFORMED BY UNIVERSITY OFFICIAL UNIVERSITY REPRESENTATIVES – (i.e. student’s instructor or advisor informed student that they could take a Math 051 equivalent course at a community college) – source of misinformation must be *specifically* identified; direct documentation of misinformation or letter from university representative confirming misinformation.
- THOUGHT THEY WERE AUTOMATICALLY DROPPED/WITHDRAWN DUE TO NON-PAYMENT (i.e. students on financial aid and veterans who stay enrolled because their fees are deferred) - letter from instructor verifying that the student stopped attending during the first few weeks of school or documentation/letter from R&R.

**Work Related Issues** - Letter from the employer (on company letterhead) explaining how the work hours/responsibilities changed after the semester started. Students self selecting to work more hours is not viewed as an acceptable reason unless their actions are combined with other mitigating circumstances beyond their control that occurred after the semester started.

**Financial Issues** - Documentation that shows the change in a student's financial situation after the semester started. Immediate or Extended Family financial issues are considered, i.e. change in employment status of household breadwinner. Such documentation could include foreclosure papers, paperwork showing loss of employment, welfare documents, etc. that occurred after the semester started.

**Immediate and Extended Family Emergencies:** Students should be guided to provide supporting documentation relevant to the emergency. If the emergency involves travel, tickets receipts, travel itinerary, etc. are acceptable documents. If the emergency involves a death /severe illness of a loved one, copies of death certificates, newspaper obituaries, funeral program, etc. are acceptable. (Note: Dean's designees are very sensitive to cultural issues in cases of death and thus the approach is to accept any documents that are easily obtained).

**Others:** Other compelling issues not addressed on this form will be considered with proper supporting documentation and approved or denied at the discretion of the Remediation Policy Petition Committee. Students are encouraged to consult with advisors prior to submitting petitions.