California College of the Arts

Student Records Office
145 Hooper Street, San Francisco, CA 94107
415.551.9233 - studentrecords@cca.edu

CCA POLICY REVIEW PETITION

Student Name: _____ **Student I.D. Number:** _____

Address: _____

City: _____ **State:** ___ **Zip Code:**_____

Student Email: _____**Phone:** _____

Students may petition the Policy Review Committee to have an exception to college policy made on their behalf, to appeal a decision the college has made that is not in their favor, or to receive partial tuition credit.

A complete petition includes:

1. A clear explanation, in narrative format of what is being requested and the reason for the request. Include dates whenever possible. ***Attach the explanation to this form.***

2. Documentation supporting the petition. Depending on the nature of the petition, appropriate documentation may consist of:

- *Documentation of Medical Condition in Support of Policy Review Petition Form*, available at https://portal.cca.edu/essentials/student-records/student-records-forms/
- Verification of a class add or drop
- A letter from an instructor
- Notes from a meeting with a college official
- Pertinent financial records

Petitions received without necessary documentation will be held until the documentation is provided.

Petitions must be filed in a timely manner, generally within six months of the end of the semester in which the matter the petition describes took place, and no later than one year from the incident in question. **The committee reserves the right to determine whether a petition is timely and to decline to consider untimely petitions.**

Students will be informed of the committee's decision by email. Committee decisions will not be given out over the phone.

All decisions of the Policy Review Committee in response to petitions are final and binding.

Please attach your narrative explanation and additional documentation to this form and submit to studentrecords@cca.edu.

In brief, summarize your request:

_____

_____

Student Signature: _____ **Date:** _____