

AP 5041 Student Petitions Process

Reference:

Education Code Section 76200 et seq.; Title 5, 54600 et seq.

Current and former Imperial Valley College students may file petitions to request exceptions to state regulations and college policies on admission, registration, graduation, and student records. If requests are denied, an appeal may be made to the Admissions, Registration, and Petitions Committee. The following procedures apply.

1. Petitions are available in the Admissions and Records Office. Students complete the petition providing all information requested and required signatures.
2. Petitions are submitted to the Admissions and Records Office.
3. Determinations of approval or denial are made by the Chief Admissions and Records Officer (CARO) or his/her designee.
4. If approved, students are informed by telephone, e-mail, in person, or mail. If denied, a copy of the annotated petition or a personal letter are sent by mail even if the student has been informed by another means.
5. To appeal a denial decision, students should meet first with the CARO to discuss the reason for the denial and the appeal procedure. Appeals must be pursued in a timely manner. If students wish to proceed with a formal appeal, the following applies:
 - a. Student presents written appeal and supporting documentation as appropriate to the CARO.
 - b. The CARO will arrange for a meeting of the Admissions, Registration, and Petitions Committee. The student may request to be present and heard by the Committee.
 - c. In advance of the meeting/hearing, Committee members will be provided with copies of the student's original petition, the decision made by the CARO, and the student's written appeal.
 - d. The CARO will relinquish chair duties to another member of the Committee for the purposes of the appeal hearing or review.
 - e. During the meeting/hearing, the CARO shall present the reasons for the denial decision. The student may present his/her verbal request and explanation. Either or both may be represented by counsel.
 - f. The meeting/hearing will be closed unless the student expressly requests an open hearing.
 - g. After the student and CARO have had adequate opportunity to present facts, reasons, and respond to questions from each other and committee members, the Committee proceeds to closed session. A decision based on majority vote will be

made. A recommendation to the President/Superintendent for final decision will be formulated.

- h. The Committee will present written notification to the Superintendent/President of its recommendation. Final approval, rejection, or modification will be made by the Superintendent/President who will provide the student with written notification of his/her decision.
- i. The decision of the Superintendent/President shall be final.

Admissions, Registration and Petitions Committee

The function of the Committee is to interpret and administer state regulations and college policies on admission, registration, graduation, and student records. Action will be taken on student petitions for exceptions to policies and procedures. The chairperson shall be the Chief Admissions and Records Officer (CARO) with an indefinite number of faculty, administrative, and classified personnel appointed by the appropriate bargaining units and the Superintendent/President. Two student members shall be appointed by the Associated Student Government.

Meetings or hearings regarding appeals of denial of petitions shall consist of at least one committee member from each of the following groups: faculty, administration, classified staff, students.