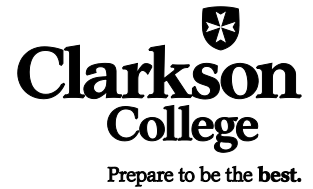


Petition for Reconsideration



PETITION FOR RECONSIDERATION POLICY

Clarkson College Complies with all applicable federal, state and local laws relating to discrimination which pertain to its students and prospective students. This includes such laws as Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1972 and The Americans With Disabilities Act.

A student may file a petition for reconsideration requesting an exception to a decision or policy because of extenuating circumstances or because of alleged discriminatory or retaliatory conduct through the student grievance process. The petition for reconsideration policy is designed to resolve disputes between an individual and an institution that might occur over such issues as grades (except grades related to academic integrity issues), billing, financial aid, terms of employment, course transfer, degree requirements, other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution.

PROCEDURE

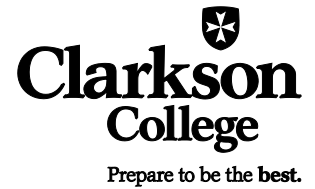
- › All Petitions for Reconsideration forms must be submitted to the Registrar's office within one term following the incident in order to facilitate tracking.
- › The Registrar's office will schedule a meeting with the individual(s) petitioned within five (5) business days of receipt of the Petition for Reconsideration form.
- › The decision regarding the petition for reconsideration will be made at that meeting.
- › The individual petitioned will notify, in writing, the petitioner of the decision, and the Registrar will send notification to all involved parties within five (5) business days.

If after receiving the results the petitioner still believes the decision is inequitable, a new petition for reconsideration may be filed to the next level of authority (within five business days). The above procedure will be used at the next level of authority. If the student is not satisfied with the decision of the Petition for Reconsideration at that level, the student may then contact the appropriate Vice President within five (5) business days of the Petition for Reconsideration decision. The appropriate Vice President will respond within 10 business days. Decisions made by the Vice President shall be final.

The College prohibits retaliation against a Complainant or other person(s) who participate(s) in Grievance proceedings or Petitions for Reconsideration.

Complaints of discrimination on the basis of sex may be filed with the U.S. Department of Education.
Office of Civil Rights 8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302 PH 816.268.0550

Petition for Reconsideration Form



NAME

STUDENT ID NUMBER

ADDRESS

CITY

STATE & ZIP

PROGRAM OF STUDY

PHONE NUMBER

SECTION ONE To be completed by the petitioner.

Type of petition: Academic Non-Academic

Name of individual whom you are petitioning _____

Appealing previous decision to (If applicable) _____

Please attach documentation for the following:

- A. State the decision/policy or the academic outcome that you want reconsidered.

- B. Describe your extenuating circumstances that justify reconsideration.

- C. Summarize the outcome you would like to see result from this petition.

PETITIONER'S SIGNATURE

DATE

Submit completed form: Clarkson College Registrar's Office 101 S. 42nd St. Omaha, NE 68131 FX 402 552 6165

SECTION TWO To be completed by the individual being petitioned.

This petition has been: Approved Alternative Not Approved Need more information

Comments

SIGNATURE OF INDIVIDUAL BEING PETITIONED

DATE

OFFICE USE ONLY

_____ Date Petition for Reconsideration form was received by the Registrar's office.

_____ Date Petition for Reconsideration form was sent to the petitioned person.