



## Student Petition Guidelines

Petitions are typically reviewed every two weeks. Students who have questions regarding their submitted petitions should send e-- mails to [postadppetitions@post.edu](mailto:postadppetitions@post.edu). Results will be sent to students via the e-mail address the student maintains with Post University and/or U.S. Mail within a week after the petitions have been reviewed by the committee.

### General Guidelines

The following general guidelines will be observed for all submitted petitions:

- Students cannot petition the current active module/semester.
- Petitions must be submitted within 90 days from the end of the module/semester in question. Petitions received after 90 days will not be reviewed.
- Petitions not submitted on the proper form will not be reviewed.
- Petitions that do not indicate if you are petitioning course charges, academic grades, or both will not be reviewed.
- The submitted petition must explain how the student's ability to participate/submit coursework was precluded.
- Petitions submitted without supporting documentation will be reviewed "as is."

### Mitigating Circumstances

Students are encouraged to submit petitions with relevant supporting documentation for mitigating circumstances, including (but not limited to):

- **Medical Issues** – Students must provide signed and dated doctors'/physicians' notes, as well as return the signed "Medical Professional's Acknowledgement" portion of this form. Please note that the medical professional who signs the acknowledgement should be the same person or represent the same organization that initially diagnosed the petitioning student. Please note that minor illness does not qualify as a mitigating circumstance.
- **Military Obligations** – Students must provide copies of their dated military orders, signed by a commanding officer.
- **Familial Death** – Students must provide both a dated obituary/death certificate and relevant documentation showing relation to the deceased.
- **Family Emergency** – Students must provide documentation related to the specific emergency (travel tickets if presence is required out of state, notice indicating care is being provided to a family member, etc.).
- **Technical Issue** – Students must provide tech support tickets/work orders or other relevant documentation (e-- mail correspondence, repair receipts, etc.) showing an inability to participate due to technical mishap.
- **Legal Recourse** – Students must provide legal documentation verifying proceedings that would reasonably limit their ability to participate in coursework (child custody battle, divorce decree, etc.). Please note that students involved in criminal legal proceedings while attending Post University are ineligible to submit petitions for the corresponding period of enrollment.

The dates of the provided supporting documentation must be relevant to the dates of the petitioned MOD/semester. Documentation outside of these parameters will not be considered during the review of the petition.

Work scheduling conflicts and failure to attend classes do not generally qualify as mitigating circumstances for submitting petitions.

**Additional Information**

Depending on the issue, approval or denial of your petition may have Financial Aid/disbursement implications. Please speak with your respective Tuition Planner or Student Finance Specialist for more information.

Students may submit a petition a maximum of three (3) times for the same period of enrollment. If students' petitions are "denied," they are encouraged to resubmit with additional supporting documentation for reconsideration. Students must provide the additional supporting documentation within 30 days of the initial denial decision, or the denial decision will stand.

**Students are ultimately responsible for the completion of this form.**





First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Student ID # \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Medical Professional's Acknowledgement:**

*NOTE: The purpose of this form is to corroborate the information contained within the doctors'/physicians' notes submitted by the student as part of their petition. This form will not be used in lieu of doctors'/physicians' notes.*

*The Medical Professional who signs the below acknowledgement should be the same person or represent the same organization that initially diagnosed the petitioning student.*

I am familiar with the medical history of the above named student, and am of the professional opinion that their diagnosis would reasonably preclude them from participation and/or completion of online coursework.

\_\_\_\_\_  
 MEDICAL PROFESSIONAL'S SIGNATURE

\_\_\_\_\_  
 DATE

Please send petitions and supporting documentation to:

**BY MAIL**

Post University: Post ADP Petitions  
 800 Country Club Rd.  
 Waterbury, CT 06708

**BY FAX**

ATTN: Post ADP Petitions  
 (203) 841-1167

**BY E-MAIL**

ATTN: Post ADP Petitions  
[postadppetitions@post.edu](mailto:postadppetitions@post.edu)

**FOR OFFICE USE ONLY**

APPROVED       DENIED       NO ACTION

Reason:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CHANGES APPLIED       INTERACTIONS       LETTER SENT