



**Northwestern
Michigan
College**

ACADEMIC PETITION

Records and Registration Office
Northwestern Michigan College
1701 E. Front Street, Tanis Building
Traverse City, MI 49686

Phone: 231-995-1049
Fax: 231-995-1570
Email: registrar@nmc.edu

Last Name First Name MI

NMC ID NMC Email Phone Number

Check the reason for the Academic Petition:

Retake Reinstatement Other

Description of Request (include any supporting documentation/additional pages as needed):

For reinstatement requests: Include semester in which you are requesting registration

For retake requests: Include course and semester in which you want to register

Student Signature

Date

For Office Use Only:

_____Approved _____Denied

Signature – Registrar Date

ACADEMIC PETITIONS

Completing and Submitting the Academic Petition Form:

1. Download this form to your computer;
2. Complete the information on the form and save it to your computer;
3. Email the completed form to registrar@nmc.edu (use your NMC email when sending the form);
4. The Registrar will present the appeal to the Academic Appeals Committee.

Academic Petition Information and Process

All students are expected to be familiar with NMC policies. Knowing these policies and referencing them on a regular basis allows students, faculty, staff, and administrators the ability to operate under the same set of expectations as all parties work together to achieve the best possible student experience.

Exceptions to academic policy may be requested in writing and delivered to the Registrar using the Academic Petition form. Requests for exceptions are to be clearly written and expected to include a detailed explanation about why the student believes an exception is warranted, and include any supporting documentation where applicable.

Students petitioning for reinstatement must do so at least two weeks prior to the start of the semester in which they want to return.

All academic petitions submitted to the Registrar are reviewed by the Academic Appeals Committee approximately two weeks after it is received. Students will receive written notification to their NMC email once a decision is made. Decisions rendered by the Academic Appeals Committee are final.

Any request that has financial implications may require the student to include a separate Refund Exception Form. These may be submitted together.