

# Office of Residence Life Special Petition Form

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

- ☐ **Appeal a judicial decision**  
Judicial decisions may be appealed, within 3 business days, on the following grounds:
- \_\_\_\_\_ The judicial officer failed to follow the College's judicial process.
  - \_\_\_\_\_ There is insufficient evidence to support the judicial officer's decision. (i.e., the facts presented, even if believed, are not sufficient to support the decision.)
  - \_\_\_\_\_ There is new information that was not reasonably available at the time of judicial meeting and the appeals officer believes the new information would have made a difference in the outcome.
  - \_\_\_\_\_ The judicial officer was biased. (i.e., incapable of impartially making a determination in the student's case)
- ☐ **Release from Housing Contract**  
Release from the contract is permitted only if the student is withdrawing from MMC at the end of the semester or studying abroad. Please provide a detailed reason for your request.
- ☐ **Appeal damage charges**  
Appeals for damage charges can be submitted up to 30 days after the charge amounts are sent to your email account. Please explain which specific charge you are disputing and why.
- ☐ **Request review of housing eligibility due to Judicial Probation**  
Residents with restrictions on their housing eligibility due to judicial probation may apply for a review of their status. Please explain why consideration should be given to change your eligibility status.
- ☐ **Request to remain in housing under full-time status**  
Residents that drop a class, during the semester, placing them below full-time status (12-Credits) may request to remain eligible to continue residing in the residence halls. Please explain the reason for dropping to part-time status.
- ☐ **Other:**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Campus Address (please choose): ☐ 55<sup>th</sup> Street ☐ Cooper Square Room: \_\_\_\_\_

Best number to contact you at: \_\_\_\_\_

If you are a current MMC student, you will be contacted via your MMC email. If you are a new student, please provide an email address:

**\*\*Use the reverse of this form, or send an email to [residencelife@mmm.edu](mailto:residencelife@mmm.edu) (with a scan of this form attached) to explain your reason for the special request. If you are submitting an appeal of a judicial decision, please be thorough as the appeal officer is not required to meet with you in person.**