Late Add Petition

Please complete the following. PRINT legibly and clearly.

NAME ___________________________ DATE ________________

DAY PHONE ___________________ *Students will be notified of petition outcome via your LRCCD Email Address.*

① Notice to Student:
A student will only be allowed to add a class after census for extenuating circumstances as defined by Title 5, section 58004 (verified cases of accidents, illness, or other circumstances beyond the control of the student). The instructor's approval, as well as the approval of the Area Dean, is required. Please see the back of this petition for more detailed instructions. No add slip is required, but all fields must be complete.

② Course Information (see instructions)

<table>
<thead>
<tr>
<th>Term (e.g. Fall 2014)</th>
<th>Session (e.g. Full Term, or 2nd 8-week etc.)</th>
<th>Class Number (e.g. 11111)</th>
<th>Course Title (e.g. BIOL 430)</th>
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③ Student’s Justification of Request (Justification must be consistent with the description in ① above. Attach supporting documentation if possible.)

_________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________________________________________________

I understand that it is my responsibility to fulfill all requirements of this class.

Student’s Signature ___________________________ Date ________________

④ Required Additional Signatures: (By verifying and signing, I support this request)

☐ Student has been in continuous attendance since the first day of the course.
-OR-

☐ Student has been attending since __________________________.

Student’s First Day of Attendance

Instructor’s Signature/Date ___________________________ Area Dean’s Signature/Date ___________________________

Administrator Use Only

Your petition has been reviewed and your request has been: ☐ No Action ☐ Approved ☐ Denied

_________________________________________________________________________________________________________________________________________________________________________________________

Administrator’s Signature ___________________________ Date ________________

☐ Processed ☐ E-mailed
Late Add Petition Instructions

**PURPOSE OF THE FLC LATE ADD PETITION**

The Late Add Petition provides students an opportunity to be added to a course beyond the deadline set by state law, district policy or college practices and procedures. See the FLC Catalog for policies related to your request. Deadline dates are mandated by the State of California and are not arbitrarily set by the college. Consideration of exceptions to policies is, therefore, a very serious matter. Exceptions will be granted when extenuating circumstances (accident, illness or death in the family) beyond the control of the student prevented adherence to the published deadline dates. Not being aware of the deadline is not an acceptable reason for seeking an exception. Students must take personal responsibility for adhering to all published dates.

**INSTRUCTIONS**

- **Add a class after the deadline**
  - Sections ①, ② (all including first day of attendance), ③, ④ (Area Dean’s signature). No add slip is required, but all fields in ② must be completed.

**Do not use** this petition form for the following requests:

- Academic Renewal – Form available in Counseling.
- Request for Course Repetition (repeat after standard grade, or third repeat after substandard grade) – Form available in Admissions & Records or online.
- Grade Change - Must be initiated with faculty who issued the grade.
- Time Conflict - Form available in Admissions & Records or online.
- Student Petition – Form available in Admissions & Records or online.

**PLEASE NOTE:**

You will be notified by e-mail of action taken within 5 business days after you have submitted your Petition.