**STUDENT PETITION**

*Please complete the following. PRINT legibly and clearly.*

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**DAY PHONE** *(please check)*

- Drop with “W” notation
- Drop with no notation
- Drop for Refund
- Pass/No Pass Petition after Deadline
- Other (see back for instructions)

**Action Requested** *(please check)*

- Semester or Term Applicable: Summer ☐ Fall ☐ Spring ☐ Year: ________

**Course Information** *(see instructions)*

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>(e.g. 11111)</td>
<td>(e.g. BIOL 430)</td>
</tr>
</tbody>
</table>

**Instructor Signature** *(REQUIRED FOR DROPS)*

**Student’s Last Day of Attendance / Comments** *(REQUIRED FOR DROPS – Completed by Instructor)*

**Student’s Justification of Request** *(be specific and attach supporting documentation)*

___________________________________________________________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________________________________________________________

**Student’s Signature**

<table>
<thead>
<tr>
<th>Date</th>
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**Required Additional Signature** *(see instructions on page two)*

**FOR DROPS:**

- Dean’s Recommendation: ☐ Recommend ☐ Do not Recommend

<table>
<thead>
<tr>
<th>Area Dean’s Signature:</th>
<th>Date:</th>
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</thead>
</table>

**FOR PASS/NO PASS AFTER DEADLINE:**

- Instructor’s Recommendation: ☐ Recommend ☐ Do not Recommend

<table>
<thead>
<tr>
<th>Instructor’s Signature:</th>
<th>Date:</th>
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</table>

**Administrator Use Only**

Your petition has been reviewed and your request has been:

- ☐ No Action
- ☐ Approved
- ☐ Denied

<table>
<thead>
<tr>
<th>Administrator’s Signature</th>
<th>Date</th>
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**Action Taken**

- ☐ Processed
- ☐ E-mailed

<table>
<thead>
<tr>
<th>Processor’s Initials/Date &amp; Comments</th>
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</table>
**PURPOSE OF THE FLC STUDENT PETITION**

The Student Petition provides students an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The Student Petition is limited in scope to issues related to a student’s admission, enrollment, and academic standing. 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.

**Drop Deadlines as set forth in Title 5 and Los Rios Board Regulation:**

No Notation shall be made on academic record of a student who withdraws from a course no later than the following:

- For full semester classes longer than eight (8) weeks, the third Sunday after instruction begins.
- For regular short term classes, the Friday of the week the session begins.

A student who withdraws from a course between the time period noted above for No Notation and the first seventy-five percent (75%) of the elapsed time of the course shall receive a “W” (withdrawal). Please see Deadline Calendar online at [http://www.losrios.edu/lrc/lrc_calend.php](http://www.losrios.edu/lrc/lrc_calend.php).

**Use the Student Petition form to request:**

- **Drop a class after the deadline (No Notation/Withdrawal/Refund)**
  
  - Complete the following sections: ①, ② (including instructor’s signature with **last** day of attendance noted), ③, ④ (Area Dean’s signature).
  
  No drop slip is required, but all fields in ② must be completed.

- **Removal of debt or refund of fees after refund request deadline has expired**
  
  - Complete the following sections: ① (make action request as Other and note “Removal of Debt” or “Refund after Deadline”), ②, and ③. No drop slip is required, but all fields in ② must be completed.

- **Withdraw from college for military or medical leave to retain catalog rights**
  
  - Complete the following sections: ① (make action request as Other), ② (including instructor’s signature with last day of attendance), ③ (include appropriate dated documentation such as military orders or doctor’s note).

- **Pass/No Pass petition after the deadline**
  
  - Complete the following sections: ①, ②, ③, ④ (Instructor’s signature).

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

- Late Add – Form available in A&R and online.
- Academic Renewal – Form requires a meeting with FLC counselor. Please contact the Counseling office.
- Course Repeat (repeat after standard grade, or third repeat after substandard grade) – Form available in A&R and online.
- Grade Change - Must be initiated with faculty who issued the grade.
- Time Conflict – Form available in A&R and online.
- Course Substitution/Waiver – Form requires a meeting with FLC counselor. Please contact the Counseling office.
- Exceed Units – Form available in A&R and online.

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