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; in other words, an exception to policy. See the FLC catalog and/or website for policies related to your request.

Deadline dates are mandated by the State of California and are not arbitrarily set by the college (Title 5; California Education Code). Consideration of exceptions to policies is, therefore, a very serious matter. Exceptions will only 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. Proper documentation must be included with petition.

**PLEASE DO NOT SUBMIT A STUDENT PETITION IF:**

- You did not know there was a deadline and/or no one told you there was a deadline.
- You missed the deadline for a refund, to avoid a W, to apply for Pass/No Pass, etc. — UNLESS you can provide supporting documentation for an extenuating circumstance which is outlined in Title 5 as verified case of accident, serious illness or other unusual emergency situation that was beyond the control of the student (Title 5, section 55024).
- You missed the deadline to withdraw and/or want a refund because (1) the class is too difficult, (2) you do not like the instructor, (3) the instructor provides poor instruction, or (4) you did not complete the class.
- You want a grade changed/removed because of a poor grade and want to improve your GPA and/or your transcript.
- You want to withdraw because you are not doing well in the class.
- You could not withdraw from the class, because your computer crashed or there was a system malfunction.
- You have a medical condition and want to remove/change a grade or withdraw from a course — UNLESS you have appropriate medical documentation for the petition to be considered and the petition includes ALL COURSES in which you are currently enrolled.

*IF YOU WISH TO MAKE THE CASE THAT YOU NEVER ATTENDED THE CLASS, DOCUMENTED PROOF OF NON-ATTENDANCE FROM THE INSTRUCTOR IS REQUIRED.*

NOTE: Grades assigned by faculty are considered final. Students who wish to appeal a grade must file a formal appeal (see catalog section addressing this process) by the listed deadline.