

FOLSOM LAKE COLLEGE

STUDENT PETITION

STUDENT ID # _____

STUDENT SERVICES

Received by Admissions: _____

Please complete the following. PRINT clearly:

NAME _____ DATE _____
STREET _____ DAY PHONE (____) _____
CITY _____ ST _____ ZIP _____ E-MAIL _____

Please submit this petition with supporting documentation attached.

Action Requested (please check) <input type="checkbox"/> Late Add <input type="checkbox"/> Drop w/ no notation <input type="checkbox"/> Withdrawal (attach add/drop form)	Semester or Term Applicable: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: _____
<input type="checkbox"/> Class Time Overlap/Conflict list courses and name below (attach add/drop form; instructor signature required.)	<input type="checkbox"/> Drop for refund/credit list course info below (attach add/drop form)
<input type="checkbox"/> Other (specify) _____	
Course # and name _____	Course # and name _____
Course # and name _____	Course # and name _____

STUDENT'S JUSTIFICATION:

Student's Signature Date:

INSTRUCTOR'S COMMENTS:

Recommend Do not recommend

Instructor's Signature Date:

COUNSELOR'S COMMENTS:

Recommend Do not recommend

Counselor's Signature Date:

DEAN'S COMMENTS:

Recommend Do not recommend

Area Dean's Signature Date:

▶ Your petition has been reviewed and your request has been: Approved Denied Non-apportionment

Administrator's Signature Date:

ACTION TAKEN: <input type="checkbox"/> posted <input type="checkbox"/> mailed	Date/Initials
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Folsom Lake College -- Student Petition

Instructions

PURPOSE OF THE FOLSOM LAKE COLLEGE 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 Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the Folsom Lake College Catalog and Class Schedule for policies related to your request.

Folsom Lake College deadline dates are mandated by the State of California and are not arbitrarily set by the college. College personnel must adhere to state regulations in setting policies, including deadline dates. **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 date. Not being aware of the deadline is **not** an acceptable reason for seeking an exception. All dates are clearly indicated online and in the class schedule, which is available to all students. Students must take personal responsibility for adhering to all published dates.

Use the Student Petition form to request:

- Add or Drop of a class after deadline (Section 55758, Title 5)
Please be aware that fees are due and payable upon approval of a Late Add. If added after the refund/credit deadline, fees will be incurred and are not refundable.
- Enrollment in classes with time conflict
- Removal of debt or refund of fees after refund request deadline has expired (Section 55758, Title V)
- Withdraw from college on medical or military leave and retain catalog rights (Use "other")

Do not use this petition form for the following requests:

- Academic Renewal, Unauthorized Repeat or Exceed Maximum Unit Load – Form available online or in Admissions Office (Student Petition Requiring Counselor Approval)
- Authorized course repeat (2nd enrollment, following a grade of D, F or W) – Form available online or in Admissions Office
- Credit/No Credit petition – Form available online or in Admissions Office
- Grade Change (Must be submitted by faculty)
- Enrollment Fee Refund Application (within deadline period) – Form available online or in Admissions Office

How to submit the Petition form

1. Print all entries clearly.
(Note: Be sure to include the semester and year related to your request)
2. Check the box corresponding to your request. If you are asking for action on an item not listed, check "Other" and print your request in the space provided.
3. Obtain all required recommendations and signatures
 - Add a class after deadline: Permission number required (obtain from instructor)
 - Class time conflict: Instructor signature requiredArea Dean's signature needed only if recommended by Administrator.
4. Attach documentation to support your request (ex: receipts, fee request forms, doctor's note, etc.).
5. Submit your Petition to the Admissions Office counter, or submit by mail or fax.

MAIL TO: Folsom Lake College FAX TO: (916) 608-6569
Admissions & Records Office
10 College Parkway
Folsom, CA 95630

You will be notified by email or mail of action taken approximately 3-5 business days after you have submitted your Petition.

Staff at counter will override registration at the counter immediately when Time Conflict is approved by instructor.