NAME  D.R. Notation       DAY PHONE  (916) 867-5309       DATE  6/1/16       

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

1. Action Requested (please check)  Semester or Term Applicable: Summer  □  Fall  □  Spring  □  Year: 2016

□ Drop with “W” notation  □ Drop with no notation  □ Refund  □ Remove Debt Amount: ____________

□ Other (see back for instructions) ____________

2. Course Information (see instructions)

<table>
<thead>
<tr>
<th>Course Code (e.g. 11111)</th>
<th>Course Title (e.g. BOL 102)</th>
<th>Instructor Signature (required for Drops)</th>
<th>Student’s Last Day of Attendance / Comments (required for Drops)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111</td>
<td>Bio102</td>
<td>Nature, Sig</td>
<td>9/04/16</td>
</tr>
</tbody>
</table>

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

I stopped attending the class, and was never removed from the class roster.

Student’s Signature  D.R. Notation       Date  6/1/16

4. Required Additional Signatures (see instructions on page two)

Counselor’s Recommendation: ____________________________________________________________

Counselor’s Signature: _________________________________ Date: ____________

Area Dean’s Recommendation: ____________________________________________________________

□ Recommend  □ Do not Recommend  Area Dean’s Signature: Dean, Area       Date: 6/1/16

ENROLLMENT SERVICES ADMINISTRATOR USE ONLY

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

Administrator’s Signature (Enrollment Staff Only) _________________________________ Date: ____________

ACTION TAKEN

□ Tracking Log □ Processed □ Phone □ Not Processed

Processed By: _________________________________ Date: ____________

Comments: ____________________________________________________________________________

__________________________________________ Date: _________________________________
PURPOSE OF THE ARC 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. See the ARC Catalog and Schedule of Classes 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. 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

➢ Complete the student information section at the top of the form.
➢ Drop a class after the deadline.
  o Complete the following: Section 1, Section 2 (including instructor’s signature with last day of attendance), Section 3 (explain reason for request), and Section 4 (Area Dean’s signature)
➢ Removal of debt or refund of fees after refund request deadline has expired. (Refer to registration guide for session dates)
  o Complete the following: Section 1, Section 2 (including instructor’s signature with last day of attendance), Section 3 (explain reason for request), and Section 4 (Area Dean’s signature)
➢ Withdrawal from college, military leave or to retain catalog rights.
  o Complete the following: Section 1 (check the box titled “other”), Section 2 (including instructor’s signature with last day of attendance), Section 3 (explain reason for request and include appropriated dated documentation ex. Military orders), and Section 4 (Counselor’s signature)

Do not use this petition form for the following requests:

➢ Late Add - Form available in Enrollment Services Office and e-Services Registration Lab, and online.
➢ Academic Renewal - See Counseling Office.
➢ Request for Course Repeat - Form available in Enrollment Services Office, e-Services Registration Lab, Counseling Center, and online.
➢ Pass/No Pass Request - Form available in Enrollment Services Office, e-Services Registration Lab, and online.
➢ Grade Change - Must be initiated with faculty who issued the grade.
➢ Enrollment Fee Refund (within deadline period) - Form available in Business Services Office.
➢ Time Conflict - Form available in Enrollment Services Office and e-Services Registration Lab, and online.
➢ Course Substitution - See Counseling Office.
➢ Exceed Units - Form available in Enrollment Services Office and e-Services Registration Lab, and online.

PLEASE NOTE

➢ This form is available at the ARC Enrollment Services Office, the e-Services Registration Lab, and on the ARC website. An example of a completed form is available on the website for use by staff, faculty and students.
➢ Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.
➢ Fax and email submission will not be accepted.

You will be notified by e-mail of action taken approximately 10 business days after you have submitted your Petition.