# STUDENT PETITION FORM

(SEE DIRECTIONS ON REVERSE SIDE)

## PART I

<table>
<thead>
<tr>
<th>Name</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please print all information)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Major/Minor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Semester/Year action is to affect</th>
<th>Advisor’s Name</th>
</tr>
</thead>
</table>

Check the box for the specific action you are requesting:

- [ ] Late Drop* (class) _____________
- [ ] Late Total Withdrawal* _____________
- [ ] Overload Approval 26 or more credits per term
- [ ] General Education Substitution
- [ ] Academic Suspension Appeal Petitioning 1 semester suspension policy
- [ ] Financial Aid Appeal Referral from Financial Aid Office required
- [ ] Late Add _____________
- [ ] Miscellaneous: list reason _____________________

Sign below and attach a signed letter explaining the actions requested also include any/all supporting documents. Students may call 208-792-2223 to request to attend a Petition Committee meeting in person.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## PART II

Recommendation of Advisor

<table>
<thead>
<tr>
<th>Advisor Name (printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Recommendation of Instructor

<table>
<thead>
<tr>
<th>Instructor Name (printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## PART III

Recommendation of Division Chair

<table>
<thead>
<tr>
<th>Chair Name (printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## PART IV

- [ ] Approved
- [ ] Denied (#6 on back) by: [ ] Dean  OR  [ ] Petition Committee

<table>
<thead>
<tr>
<th>Name (printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
**Petition Form Process**

**Directions for Students:**

1. **Pick up a Petition Form from the Registrar’s Office.** A separate petition is required for changes for EACH Division. Late total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term.

2. **Complete Part I of the form,** including checking the box for the desired action. Attach a signed and dated letter documenting exactly the action you are requesting. Provide sufficient justification for your request. Attach documentation if appropriate. Please print or type information. Sign and date all attachments.

3. **Meet with advisor/instructor/Division Chair to secure required signature(s) and recommendation in Part II (and Part III if three signatures are required).**

4. **Submit completed petitions and all documentation to the Registrar and Records Office** located in RCH 108. Students may call 208-792-2223 to request to attend a Petition Committee meeting in person.

5. The Dean’s Office will notify students of the final decision regarding their petition via a mailed letter.

6. For appeals of Petition Committee decisions related to Financial Aid, contact the Office of the Vice President for Student Affairs (208-792-2218). For all other appeals, contact the Office of the Provost (provost@lcsc.edu; 208-792-2213)

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**NOTE:** Petition Forms will not be accepted from students who have a “hold” on their account.

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<table>
<thead>
<tr>
<th>ACTION</th>
<th>SIGNATURES REQUIRED: VP listed in this column is the VP for Student Affairs for undeclared and non-degree seeking majors</th>
<th>PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY: PART IV</th>
</tr>
</thead>
</table>
| Late Adds AFTER the Term is Over (late adds during the term do not require a petition) | ● Student  
● Course Instructor  
● Division Chair/VP offering course | Petition Committee |
| Late Drops* (a grade of W will appear on transcript) *An approved late drop does not release student from financial obligations to the college. | ● Student  
● Course Instructor  
● Advisor  
● Division Chair/VP offering course | Petition Committee |
| Late Total Withdrawal* (a grade of W will appear on transcript) *An approved total withdrawal does not release student from financial obligations to the college. | ● Student  
● Course Instructor(s)  
● Advisor  
● Division Chair/VP of student’s major | Petition Committee |
| Approval of Course Overload (26 or more credits in one term) overload fee assessed cannot be waived | ● Student  
● Advisor  
● Division Chair/VP of student’s major | Dean |
| Waiver or Substitution of General Education Core Requirements (including ADA accommodations) | ● Student  
● Advisor  
● Division Chair/VP of student’s major  
● Division Chair/VP offering course  
● ADA Officer (for ADA issues) | Dean |
| Reinstatement After Suspension (use only when seeking exceptions to policy requiring one semester break) | ● Student  
● Advisor  
● Division Chair/VP of student’s major | Petition Committee |
| Financial Aid Appeal (Program Plan must be attached) | ● Student | Petition Committee |
| Miscellaneous | ● Student  
● Advisor  
● Division Chair/VP of student’s major | Petition Committee |

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*All petition requests must be submitted to the Registrar and Records Office by 5:00 p.m. on the day prior to the scheduled Petition Committee meeting.*

**Revised: 08/23/2016**