

## STUDENT PETITION FORM

### PART I

**Name** \_\_\_\_\_ **ID #** \_\_\_\_\_

(Please print all information) Last First MI

**Mailing Address** \_\_\_\_\_ **Email** \_\_\_\_\_

Street City State Zip

**Phone** \_\_\_\_\_ **Major/Minor** \_\_\_\_\_

**Semester/Year action is to affect** \_\_\_\_\_ **Advisor's Name** \_\_\_\_\_

**Check the box for the specific action you are requesting:** International Student?  Yes  No

Late Drop\* (class) \_\_\_\_\_  Late Total Withdrawal\*  Overload Approval  
26 or more credits per term

General Education Substitution  Academic Suspension Appeal  Financial Aid Appeal  
Petitioning 1 semester suspension policy 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.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### PART II

Recommendation of Advisor: \_\_\_\_\_

Advisor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Instructor \_\_\_\_\_

Instructor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART IV

**Approved**  **Denied** (#6 on back) **by:**  Dean **OR**  Petition Committee

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 Late total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term.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 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](mailto:provost@lcsc.edu); 208-792-2213)

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

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

ACTION	SIGNATURES REQUIRED: VP LISTED IN THIS COLUMN IS THE VP FOR STUDENT AFFAIRS FOR UNDECLARED AND NON- DEGREE SEEKING MAJORS	PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY: PART IV
Late Adds AFTER the Term is Over (late adds during the term do not require a petition)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> </ul>	Petition Committee
Late Drops* (a grade of W will appear on transcript) <i>*An approved late drop does <b>not</b> release student from financial obligations to the college.</i>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Advisor</li> </ul>	Petition Committee
Late Total Withdrawal* (a grade of W will appear on transcript) <i>*An approved total withdrawal does <b>not</b> release student from financial obligations to the college.</i>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor(s)</li> <li>• Advisor</li> </ul>	Petition Committee
Approval of Course Overload (26 or more credits in one term) <b>overload fee assessed cannot be waived</b>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>•</li> </ul>	Dean
Waiver or Substitution of General Education Core Requirements (including ADA accommodations)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• ADA Officer (for ADA issues)</li> </ul>	Dean
Reinstatement After Suspension (use only when seeking exceptions to policy requiring one semester break)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Petition Committee
Financial Aid Appeal (Program Plan must be attached)	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Petition Committee
Miscellaneous	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Petition Committee