

## 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

☐ Late Add \_\_\_\_\_

☐ Miscellaneous: list reason \_\_\_\_\_

**Sign below, read all the instructions on page 2, and attach your letter and supporting documents.**

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

### PART II

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

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

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

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

### PART III (Office Use Only)

☐ **Approved** ☐ **Denied** ☐ **Dean** **OR** ☐ **Petition Committee**

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

# Petition Form Process

## Directions for Students:

1. Late total withdrawal requires only one petition; however, signatures are required from ALL faculty for the withdrawn term.
2. **Complete Part I of the form**, and check the box for the desired action. Attach a signed and dated letter stating what happened and document exactly the action you are requesting. Provide sufficient justification for your request. Attach any supporting documentation for all reasons stated in your letter. Please print or type your information.  
**Sign and date all documents and attachments.**
3. Meet with your advisor, and instructor(s) if needed, to secure required signature(s) and recommendation in Part II.
4. **Submit completed petition and all documentation to the Registrar & Records Office** located in RCH 108 or email to [registrar@lcsc.edu](mailto:registrar@lcsc.edu).
5. The Dean's Office will notify students of the final decision regarding their petition via WarriorMail. If you do not have a WarriorMail email address, they will call you with their decision.
6. For appeals of Petition Committee decisions, contact the Office of the Provost at [provost@lcsc.edu](mailto:provost@lcsc.edu) or 208-792-2213.

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

ACTION	SIGNATURES REQUIRED	PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY
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> <li>• Advisor</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> </ul>	Dean
Waiver or Substitution of General Education Core Requirements	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Dean
Academic Suspension	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Petition Committee
Miscellaneous	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Petition Committee