

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 Late total withdrawal requires only one petition; however, signatures are required from **ALL** faculty for the withdrawn term.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 your signed letter stating what happened and explaining 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 letter.
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.
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 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) <i>*Fees will need to be paid to Student Accounts before course/credits added.</i>	• Student • Course Instructor • Advisor	Petition Committee
Late Drops* (a grade of W will appear on transcript) <i>*An approved late drop does not release student from financial obligations to the college.</i>	• Student • Course Instructor • Advisor	Petition Committee
Late Total Withdrawal* (a grade of W will appear on transcript) <i>*An approved total withdrawal does not release student from financial obligations to the college.</i>	• Student • Course Instructor(s) • Advisor	Petition Committee
Approval of Course Overload (26 or more credits in one term) overload fee assessed cannot be waived	• Student • Advisor	Dean
Waiver or Substitution of General Education Core Requirements	• Student • Advisor	Dean
Academic Suspension	• Student • Advisor	Petition Committee
Miscellaneous	• Student • Advisor	Petition Committee