

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 and attach a signed letter explaining the actions requested also include any/all 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. 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 **Late total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term.**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 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 advisor/instructor to secure required signature(s)** and recommendation in Part II.
4. **Submit completed petitions and all documentation to the Registrar & Records Office** located in RCH 108.
5. The Dean's Office will notify students of the final decision regarding their petition via LCMail.
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)	<ul style="list-style-type: none"> • Student • Course Instructor 	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>	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • Student • Course Instructor(s) • Advisor 	Petition Committee
Approval of Course Overload (26 or more credits in one term) overload fee assessed cannot be waived	<ul style="list-style-type: none"> • Student • Advisor 	Dean
Waiver or Substitution of General Education Core Requirements	<ul style="list-style-type: none"> • Student • Advisor 	Dean
Academic Suspension	<ul style="list-style-type: none"> • Student • Advisor 	Petition Committee
Miscellaneous	<ul style="list-style-type: none"> • Student • Advisor 	Petition Committee