

Late Add Petition

Please complete the following. PRINT legibly and clearly.

Student ID Number

Payment Method: *(A&R Staff Only)*
 BOG Payment after approval
Received by/date:

NAME _____

DATE _____

DAY PHONE _____

*Students will be notified of petition outcome via your **LRCCD Email Address**.*

① Notice to Student:

A student will only be allowed to add a class after census for extenuating circumstances as defined by Title 5, section 58004 (verified cases of accidents, illness, or other circumstances beyond the control of the student). The instructor's approval, as well as the approval of the Area Dean, is required. Please see the back of this petition for more detailed instructions. No add slip is required, but all fields must be complete.

② Course Information (see instructions)

Term (e.g. Fall 2014)	Session (e.g. Full Term, or 2 nd 8-week etc.)	Class Number (e.g. 11111)	Course Title (e.g. BIOL 430)

③ Student's Justification of Request (Justification must be consistent with the description in ① above. Attach supporting documentation if possible.)

I understand that it is my responsibility to fulfill all requirements of this class.

Student's Signature _____ Date _____

④ Required Additional Signatures:

INSTRUCTOR RECOMMENDATION --

Student has been in continuous attendance since the first day of the course.

-OR-

Student has been attending since _____.

Student's First Day of Attendance

Recommend Do Not Recommend Instructor's Signature/Date _____

DEAN RECOMMENDATION –

Student meets criteria set forth in Title 5, section 58004, as extenuating circumstances.

Recommend Do Not Recommend Dean's Signature/Date _____

Administrator Use Only

Your petition has been reviewed and your request has been: No Action Approved Denied

Administrator's Signature _____ Date _____

Processed E-mailed

Action Taken

Processor's Initials/Date & Comments

Late Add Petition Instructions

PURPOSE OF THE FLC LATE ADD PETITION

The Late Add Petition provides students an opportunity to be added to a course beyond the deadline set by state law, district policy or college practices and procedures. See the FLC Catalog for policies related to your request. Deadline dates are mandated by the State of California and are not arbitrarily set by the college. **Consideration of exceptions to policies is, therefore, a very serious matter.** Exceptions will be granted when extenuating circumstances (accident, illness or death in the family) beyond the control of the student prevented adherence to the published deadline dates. Not being aware of the deadline is **not** an acceptable reason for seeking an exception. Students must take personal responsibility for adhering to all published dates.

INSTRUCTIONS

➤ Add a class after the deadline

- Complete student information section at top of petition and Sections ①, ② (all including first day of attendance), ③, ④ (Instructor and Area Dean signatures). No add slip is required, but all fields in ② must be completed.
- Please turn in this petition to the FLC Admissions & Records office, or at the Student Services offices at EDC or RCC.

Do not use this petition form for the following requests:

- Academic Renewal – Form available in Counseling.
- Request for Course Repetition (repeat after standard grade, or third repeat after substandard grade) – Form available in Admissions & Records or online.
- Grade Change - Must be initiated with faculty who issued the grade.
- Time Conflict – Form available in Admissions & Records or online.
- Student Petition – Form available in Admissions & Records or online.

PLEASE NOTE:

**You will be notified by e-mail of action taken
within 5 business days after you have submitted your Petition.**

Math, Science, CIS, Library & Engineering	G. McCormac / Asst. L. Santoro	FL4-128 (FLC main) (916) 608-6700
Visual & Performing Arts, Language & Literature	B. Snowden / Asst. M. Quintell	PAC Dean suite (FLC main) (916) 608-6621
Business Social & Behavioral Sciences & Humanities	B. Robinson FLC backup: G. McCormac	RCC (Rancho Cordova Center) (916) 361-6321 FL4-128 (FLC main)
Career & Tech Education	V. Maryatt / Asst.	FL2-144 (FLC main) (916) 608-6927
Kinesiology, Health, Athletics	M. Wright / Asst. J. Croff	G-180 (FLC main) (916) 608-6687