

STUDENT PETITION

Please complete the following PRINT legibly and clearly

Student ID Number

Received by:

NAME _____ DATE _____

STREET _____ DAY PHONE _____

CITY _____ ST _____ ZIP _____ *EMAIL ADDRESS (required) _____

Action Requested (please check)	Semester or Term Applicable: Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: _____
<input type="checkbox"/> Unauthorized Course Repeat	Course Title _____ Course Code _____
<input type="checkbox"/> Late Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal	Course Title _____ Course Code _____
<input type="checkbox"/> Class Time Conflict:	Course Times _____ Course Times _____
<input type="checkbox"/> Exceed Unit Limit, Total of Units Desired _____	
<input type="checkbox"/> Remove Debt Amount: _____	Course Title & Course Code _____
<input type="checkbox"/> Other (specify) _____	

Please submit this petition with supporting documentation attached

STUDENT'S JUSTIFICATION OF REQUEST:

Student's Signature _____ Date _____

Professor's Recommendation: _____

Recommend Do not Recommend Professor's Signature: _____ Date: _____

Counselor's Recommendation: _____

Counselor's Signature: _____ Date: _____

Area Dean's Recommendation: _____

Recommend Do not Recommend Area Dean's Signature: _____ Date: _____

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

posted onbase e-mailed bus.office

Action Taken

Initials/Date

Administrator's Signature/Date



American River College

Student Petition Instructions

PURPOSE OF THE ARC STUDENT PETITION

The Student Petition provides students an opportunity to request action that is normally not permitted by state law, district policy or college practices and procedures. The Student Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the ARC Catalog and Schedule of Classes for policies related to your request.

Use the Student Petition form to request:

- Enrollment in classes with time conflict
- Approval of an unauthorized repeat of a course in which you: 1) Have either already earned a C or better; or 2) Have earned a substandard grade of D, F, or NC/NP for the third time. Exception: Courses identified in the ARC Catalog as approved for multiple enrollment
- Removal of debt or refund of fees after refund request deadline has expired
- Exceed maximum allowable unit load (18 per semester; 8 per summer session)
- Add or Drop of a class after deadline
- Withdraw from college on medical or military leave and retain catalog rights

Do not use this petition form for the following requests:

- Academic Renewal – Form available in Counseling Center
- Authorized course repeat (3rd enrollment, following a grade of D, F, or NC/NP) – Form available in Enrollment Services Office, eServices Center, and Counseling Center
- Pass/No Pass enrollment – Form available in Enrollment Services Office and eServices Center
- **Grade Change** (Must be initiated with faculty who issued the grade)
- Enrollment Fee Refund (within deadline period) – Form available in Business Services Office

How to submit the Student Petition form

1. Obtain the form at the Enrollment Services Office, eServices Center, or the Counseling Center
2. Print all entries clearly
(Note: Be sure to include the semester and year related to your request)
3. Check the box corresponding to your request. If you are asking for action on an item not listed, check "Other" and print your request in the space provided
4. Obtain all required recommendations and signatures
 - Add a class after deadline: Professor and Dean Signatures (Attach add/drop form)
 - Class time conflict: Signatures of all professors affected with specifics on how work will be made up (Attach add/drop form)
 - Exceed maximum unit load: Counselor Signature
 - Drop/Withdrawal/Remove Debt: Student Signature
 - Unauthorized repeat: Counselor Signature
5. Attach documentation to support your request (ex: receipts, fee request forms, doctor's note)
6. Submit your Student Petition to the Dean of Enrollment Services' Office adjacent to the Counseling Center waiting area, or present it to college staff at the Enrollment Services Office.

*The response will be sent automatically to the student's ARC imail account.

**You will be notified by e-mail of action taken
approximately 10 business days after you have submitted your Petition.**