

# AMERICAN RIVER COLLEGE

## Late Add Petition

Please fill out completely. PRINT legibly and clearly.  
FOLLOW INSTRUCTIONS ON THE BACK

Student ID Number
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Received by/date: (Office Staff Only)
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NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_ DATE \_\_\_\_\_

**\*NO ADD SLIP REQUIRED.** 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 circumstances as defined by Title 5, section 58004 (verified cases of accidents, illness, or other circumstances beyond the control of the student). See back of this petition for more detailed instructions.

### ② Course Information (see instructions on the back)

Term (e.g. Fall 2019)	Session (e.g. Full Term, or 2 <sup>nd</sup> 8-week etc.)	Course Code (e.g. 11111)	Course Title (e.g. BIOL 102)

### ③ Student's Justification of Request (Justification must be consistent with the description in ① above and instructions on the back. 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: (By verifying and signing, I support this request) \*Please only mark one box\*

- 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 (Date Only)

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE STAFF ONLY

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

\_\_\_\_\_  
Administrator's Signature (Office Staff Only)

\_\_\_\_\_  
Date

ACTION TAKEN
<input type="checkbox"/> Tracking Log <input type="checkbox"/> Processed <input type="checkbox"/> Phone <input type="checkbox"/> Not Processed Processed By/Date: _____ Comments: _____ _____

ADDITIONAL ITEMS NEEDED to COMPLETE PROCESS
<input type="checkbox"/> Time Conflict Petition <input type="checkbox"/> Repeat Petition <input type="checkbox"/> Exceed Unit Petition <input type="checkbox"/> Pre-Requisite Equivalency Form



# American River College

## Late Add Petition Instructions

### PURPOSE OF THE 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 **ARC 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 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

- Complete the student information section at the top of the form.
- Section ① - Carefully read the **Notice to Student**.
- Section ② - Complete the course information completely.
- Section ③ - State the reason you are requesting to add the course after the last date to add.
- Section ④ - The instructor and Area Dean **must sign** before submitting for approval.
- **Submit** this form to the ARC Admissions & Transition Office.

### PLEASE NOTE

- This form is available at the ARC Admissions & Transition Office and on the ARC website. ***An example of a completed form is available on the website for reference.***
- **NO ADD SLIP REQUIRED**
- Fax and email submission **will not** be accepted as authentication of identity cannot be verified.

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