

AMERICAN RIVER COLLEGE

STUDENT PETITION

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

Student ID Number

Received by/date: (Office Staff Only)

/

NAME _____ DAY PHONE _____ DATE _____

Students will be notified of petition outcome via their Los Rios Gmail Account.

① **Action Requested** (please check) Semester or Term Applicable: Summer Fall Spring Year: _____

Drop with "W" notation Drop with no notation Refund Remove Debt Amount: _____

EW "Excused Withdrawal" (see instructions on back) Other _____

② **Course Information** (see instructions)

Course Code (e.g. 11111)	Course Title (e.g. BIOL 102)

Instructor Signature (required for Drops)	Student's Last Day of Attendance / Comments (required for Drops)

③ **Student's Justification of Request** (be specific and attach supporting documentation or form will not be processed)

Student's Signature _____ Date _____

④ **Additional Signatures** (see instructions on the back)

Counselor's Recommendation: _____

Counselor's Signature: _____ Date: _____

Area Dean's Recommendation: _____

Recommend Do not Recommend 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 (Enrollment Services Only) _____ Date _____

ACTION TAKEN

Tracking Log Processed Phone Not Processed

Processed By: _____ Date: _____

Comments: _____



American River College

Student Petition Instructions

PURPOSE OF THE STUDENT PETITION

The **Student Petition** provides students an opportunity to request an action that is normally not permitted by state law, district policy or college practices and procedures.

See the **ARC Catalog** for policies related to your request which 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.
- **Drop a class after the deadline**
 - Section ① - Select the semester & year, and select the action for your request.
 - Section ② - Complete the course information along with the professor's signature with **last** day of class attendance.
 - Section ③ - Explain the reason for the request
 - Section ④ - A dean's signature is required **only** in the absence of the instructor. (*a counselors signature is only recommendation*)
- **Removal of debt or refund** (*Refer to registration guide for session dates*)
 - Section ① - Select the semester & year, and select the action for your request
 - Section ② - Complete the course information along with the professor's signature with **last** day of class attendance
 - Section ③ - Explain the reason for the request
 - Section ④ - A dean's signature is required **only** in the absence of the instructor. (*a counselors signature is only recommendation*)
- **Withdrawal from college** or to retain catalog rights
 - Section ① - Select the semester & year, and select the action for your request (*check the box titled "other" outside of EW*)
 - Section ② - Complete the course information along with the professor's signature with **last** day of class attendance
 - Section ③ - Explain the reason for the request (*include appropriate dated documentation ex. military orders etc.*)
 - Section ④ - A dean's signature is required **only** in the absence of the instructor (*a counselors signature is only recommendation*)

"W" Notation – Withdrawal from courses after 20% of the class has occurred (*See Registration Guide*)

"EW" (Excused Withdrawal) - Extenuating circumstances outside of the students control in or after Fall 2018 (*August 25 – December 20*)

"MW" (Military Withdrawal) – Available for students who are members of an active or reserve military service

- **Submit** this form at 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.**

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