

# COSUMNES RIVER COLLEGE

FOLLOW INSTRUCTIONS ON PAGE TWO

## STUDENT PETITION

Please PRINT clearly.

Student ID Number

Received by Admissions and Records:

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**Action Requested** (Please check)

**Term Affected:** Summer  Fall  Spring  Year: \_\_\_\_\_

Unauthorized Repeat Course (Example: PHIL 300): \_\_\_\_\_

Late Add  Late Drop  Late Withdrawal Course (Example: PHIL 300): \_\_\_\_\_

Exceed Term Unit Limit Total Units Desired: \_\_\_\_\_

Remove Debt Amount: \_\_\_\_\_

Other (Be SPECIFIC) \_\_\_\_\_

**Attach supporting documentation if you are citing extenuating circumstances.**

**STUDENT JUSTIFICATION FOR REQUEST:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professor Recommendation:** \_\_\_\_\_

Recommend  Do Not Recommend **Professor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Counselor Recommendation:** \_\_\_\_\_

Recommend  Do Not Recommend **Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Area Dean Recommendation:** \_\_\_\_\_

Recommend  Do Not Recommend **Area Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Decision:**  Approved  Denied  No Action  No State Apportionment

FA Received  FA Not Received

Posted  Emailed Initials/Date: \_\_\_\_\_ Administrator Signature/Date: \_\_\_\_\_



# Student Petition Instructions

## **PURPOSE OF THE CRC 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 Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the CRC Catalog for policies related to your request.

## **Use the Student Petition form to request:**

- ▶ Approval of an unauthorized repeat of a course in which you: 1) Have either already earned a C, P/CR, or better; or 2) Have already earned three substandard grades of W, D, F or NC/NP in the Los Rios Community College District. *Exception: Courses identified in the CRC Catalog as approved for a specified number of repetitions or attempts.* The eligibility requirements for approval of unauthorized repeats are outlined in the CRC Catalog.
- ▶ Add, Drop, or Withdrawal of a class after the deadline
- ▶ Exceed the maximum allowable unit load (18 units per semester; 8 units per summer session)
- ▶ Removal of debt or refund of fees after refund request deadline has expired
- ▶ Withdraw from college on medical or military leave and retain catalog rights (Use "other")

## **Do not use this petition form for the following requests:**

- ▶ Academic Renewal – Form available in Counseling Center and Admissions Office
- ▶ Authorized course repeat (2<sup>nd</sup> enrollment, following a substandard grade of D, F or NC/NP) – Form available in Counseling Center and Admissions Office
- ▶ Time Conflict – Form available in Admissions Office
- ▶ Pass/No Pass Grading – Form available in Admissions Office
- ▶ Grade Change (Must be submitted by faculty)
- ▶ Enrollment Fee Refund (within deadline period) – Form available in Business Services Office (Cashier)

## **How to submit the Petition form**

1. Print all entries clearly and be SPECIFIC (*Note: Be sure to include the semester and year related to your request*)
2. Check the box corresponding to your request. If you are asking for action on an item not listed, check the "Other" box and print your request in the space provided
3. Obtain all required recommendations and signatures (Area Dean's signature is only required when recommended by Administrator)
  - Exceed maximum unit load: Counselor's signature required
4. Attach documentation to support your request (ex: receipts, fee request forms, doctor's notes, etc.)
5. Submit your Petition at the Admissions Office counter. You may mail this Petition to:

Cosumnes River College  
Admissions and Records Office  
8401 Center Parkway  
Sacramento, CA 95823

**You will typically be notified by email of action taken within 10 business days after you have submitted your petition. Delays, however, can occur when additional verification/review is required or due to an increased volume of registration activity and/or number of petitions received.**