

GENERAL PETITION



IT IS VERY IMPORTANT THAT YOU READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM: The Admissions Office does not mediate instructor/student issues. Students are responsible for observing all Add and Drop dates. Explain clearly your request and attach appropriate documentation where required. Please check the type of Petition you are requesting. For a detailed explanation of the types of Petitions, see the backside of this form. General Petitions are processed within **2-6** weeks. During peak periods this process may take longer. You will be notified by email or USPS.

<input type="checkbox"/> Default Grade: Receive the default grade for an incomplete course by waiving the one year make-up period.			
<input type="checkbox"/> Health Fee Exemption: Petitions fees you have incurred based on documented type of exemption. (See back for types)			
<input type="checkbox"/> Pass/No Pass: See current Schedule of Classes for eligible courses and deadline date. P or N posted to transcript.			
<input type="checkbox"/> Other: Errors made by the Admissions Office, Military Withdrawals, Medical & Legal Matters within the semester, etc.			
Semester and Year		Semester and Year	
Course Name and Number		Course Name and Number	
Section Number		Section Number	
Last Name	First Name	Middle Initial	SID or SS Number
Other Names Used		Date of Birth	Telephone Number
Address	City	State	Zip
			Email Address

Explain clearly your request and attach appropriate documentation where required:

Student Signature _____ **Date** _____

General Petition

Give a full statement of what the request is and the reason for the request. As appropriate attach any supporting documentation (i.e. Physician Letter, Military Orders, Police Reports, and Legal Documents) or evidence that supports your request. Priority is given to students with documentation. Petitions may take up to 6 weeks to investigate without supporting documents.

Default Grade

Student received an "Incomplete" for a class. Student agrees to waive the one-year make-up period and accept the default grade.

Health Fee Exemption

According to Education Code 76355 and the Los Angeles Community College Board Rule 8502 exemption from the payment of health fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02

Pass/No Pass

A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D or F. A "P" is assigned for class work equivalent to a C or above. "NP" denotes work below a grade of C. Students may petition courses for Pass/No Pass within the first six weeks of the semester. The list of approved courses is listed in the current Schedule of Classes and College Catalog. Students that have received credit on a Pass/No Pass basis may not convert the credit to a letter grade. The maximum number of units a student may petition for is 15.

FOR OFFICE USE ONLY	
<input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Postponed <input type="checkbox"/> No Action	
Comments/Conditions:	
Student Notification: <input type="checkbox"/> Email <input type="checkbox"/> USPS	Signature: _____ Date: _____