GENERAL PETITION



Student Signature

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. 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.

Default Grade: Receive the default grade for an incomplete course by waiving the one year make-up period.									
Health Fee Exemption: Petitions fees you have incurred based on documented type of exemption.									
Duplicate or Replacement Copy of	f Diploma or Certifi	cate:F	Please state year and semeste	er received					
Other:									
Semester and Year			Semester and Year						
Course Name and Number			Course Name and Number						
Section Number			Section Number						
Last Name	Name First Name		Middle Initial	SID					
Other Names Used	Names Used D		e of Birth	Telephone Number					
Address	City	Sta	ate Zip	LACCD Email Address					
Explain clearly your request and attach appropriate documentation where required:									
			.						
				_					

Date

General Petition

Give a full statement of what the request is and the reason for the request. Student may attach any supporting documentation (i.e. Physician Letter, Military Orders, Police Reports, and Legal Documents) or evidence that supports your request. This is optional, however priority is given to students with documentation. Petitions may take up to 6 weeks.

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) noncredit education students, (b) religious reasons, (g) students admitted as Special Parttime Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02

FOR OFFICE USE ONLY									
	Grant	ed	Denied	Postponed	No Action				
Comments/Conditions:									
Student Notification:	Email	USPS	Signature:			Date:			

RVSD: May 2019