

Petition Instructions

Petitions for Late Add, Drops, and Refunds are reviewed by the Associate Dean of Admissions & Records. Please ensure that you have filled the petition out completely. Incomplete petitions will not be reviewed and will be returned for additional information and/or documentation.

Please review the following information/guidelines before submission of this petition:

1. Petitions must include all necessary information including course name and number, and detailed explanation for the petition.
2. Late Adds/Drops must have instructor verification of first and/or last date of attendance and signature. You must include the course name and number in your request. It is the student's responsibility to complete the add/drop/withdrawal process.
3. On the Student's Justification section, be very specific as to why you are making your request. Please print clearly and make your justification clear and concise.
4. On the Instructor's Justification section, please ensure the instructor has included his/her input along with his/her signature. This information is considered when making a decision.
5. The Associate Dean of Admissions & Records will make a decision based on the information you have provided. Please allow 5 business days for processing. A copy of the decision will be mailed to the student.
6. Should your petition be denied, students may appeal the decision to the Vice President of Student Services. The appeal must be made in writing and must clearly state your reasons for requesting a reevaluation. Please provide detailed information that might not have been included in the initial petition. Submit your written appeal, along with a copy of the denied petition, to the Office of Student Services in Room 1339H. Appeals will be reviewed within 5-10 business days.
7. Grade corrections (change of grade) are NOT petition items. Per California Ed. Code, only the instructor of record may correct a grade. Please contact your instructor for the completion of a Change of Grade Form.