



Petition Instructions Checklist

Petitions decisions are based on documents provided.

Please check your LSC e-mail account for the decision within 10 business days.

- Fill out sections A, B, and C completely, and then have faculty or staff fill out section D if required (see request type **d**, **e** and **f** below).
- All requests should include student's LSC transcript and Degree Audit Report (DARS) which should be printed from student's e-services account and attached to the petition form. ***Please remember to open all sections of your DARS to show all of your course work before printing.***
- Provide additional supporting documentation of your extenuating circumstances and attach to your petition. Note examples listed for each request type:
 - a) **Drop courses/remove charges:** Professional, medical or mental health documentation of extenuating circumstances, funeral notices or obituary, military orders etc.
 - b) **Withdrawal after deadline:** Professional, medical or mental health documentation of extenuating circumstances, funeral notices or obituary, military orders etc.
 - c) **Credit overload:** LSC or other college/university transcript showing students ability to perform well academically at 16 or more credits, program advisor recommendation if not available.
 - d) **Course substitution or waiver of program requirements:** LSC course instructor/program director recommendation **is required**.
 - e) **Switch sections of same course in same term (with/without financial aid eligibility):** LSC course instructor recommendation **is required**.
 - f) **Late add:** Course instructor approval **is required** (payment for late added courses is due immediately, prepayment is suggested).
 - g) **Financial Aid eligibility for late add:** Documents related to the delay in registering for the course, or rationale for switching sections.
 - h) **Continuation of Financial Aid past 150% maximum timeframe:** Medical or mental health documentation of extenuating circumstances, funeral notices or obituary, military orders etc. explaining why student was unable to finish program or rationale for changing programs.
 - i) **Other:** Attach any pertinent documents to support request.
- Meet with a professional or program advisor for assistance if needed.
- Submit completed petition form to Student Services.



Petition

Petition Policy 3.7

Students seeking an exception to certain policies or procedures may submit a completed Petition form for consideration. Petitions should be filed in the semester of occurrence, but no later than one year following. Students will be notified of the decision via their LSC student email account within ten (10) working days of receipt of their requests.

Students have the right to file an appeal to the designated administrator if their Petition is denied. Appeals must be filed within ten (10) working days from the receipt of the Petition decision. Appeal decisions will be communicated within ten (10) working days and shall be considered final and binding.

- **Professional documentation may be required.**
- **Assistance from a Professional Advisor is recommended in completing this form.**
- **If you have not received notification within ten working days, contact the Student Services Center at 218-723-4918.**

Return completed form to the Student Services Center Tuesday before 4 p.m. to be considered on the following Wednesday when the Petition Committee is the decision maker. You may fax your complete petition to 218.733.5945.

Section A-Please print clearly

Full Name _____ Student ID# _____

LSC e-mail address _____ (current students)

Street Address _____

City _____ State _____ ZIP _____ Phone _____

Date _____ Semester and year to which Petition applies _____

(Example: Fall 2009)

Section B-I respectfully petition the following: Decision Maker:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> a. Drop courses/remove charges | a. Petition Committee |
| <input type="checkbox"/> b. Withdrawal after deadline | b. Petition Committee |
| <input type="checkbox"/> c. Credit overload (over 18 per semester) Total # credits _____ | c. Director of Advising Services |
| <input type="checkbox"/> d. Course substitution or waiver of program requirements
Advisor or instructor signature/recommendation required in Section D | d. Academic Dean |
| <input type="checkbox"/> e. Switch sections of the same course (with/without financial aid eligibility)
Instructor signature/recommendation required in Section D | e. Academic Dean |
| <input type="checkbox"/> f. Late add- Instructor signature/recommendation required in Section D
Course (ex. ENGL 1106-01) _____ Six digit course ID _____ | f. Academic Dean |
| <input type="checkbox"/> g. Financial Aid eligibility for late add
If denied do you still request registration for late add? YES/NO (circle) | g. Assoc. Dir. of Financial Aid |
| <input type="checkbox"/> h. Continuation of financial aid past the 150% maximum timeframe | h. Assoc. Dir. of Financial Aid |
| <input type="checkbox"/> i. Other: _____ | i. Petition Committee |

Section C

State your request and rationale clearly and concisely. Attach additional sheets if necessary. Professional documentation is required for certain types of requests to provide evidence of extenuating circumstances (e.g. death in immediate family, medical, legal, military, etc.) **If sufficient information is not provided, your petition will not be considered.**

Student Signature _____ Date _____

Section D

LSC Faculty/Staff comments & recommendation (Required for categories d, e, f) Date _____

Name _____ Signature _____

OFFICE USE ONLY-Decision Maker Signature and Comments

Section E

Action: Granted in full _____ Granted in part _____ Denied _____ No action _____ Date _____

Comments: _____

- _____ VP of Student Services
- _____ Registrar/Director of Financial Aid
- _____ Associate Director of Financial Aid
- _____ Dean of Liberal Arts & Science
- _____ Dean of Allied Health & Nursing
- _____ Dean of Business & Industry
- _____ Director of Business Services
- _____ Director of Advising Services
- _____ VP of Academic Affairs
- _____ Assoc. Dean of Academic Affairs

This form can be provided in alternative formats upon request by contacting the Disabilities Coordinator in S1911 or by calling (218) 733-7650 or TTY (218) 733-7705. (Updated January 2010)