



Late Add Petition

Petition to policy decisions are made on a case-by-case basis in accordance with Policy 5.12 and Procedure 5.12.21 based on documents provided.

Students seeking an exception to certain policies or procedures may submit a completed Petition form for consideration. Instructor approval must accompany a late-add request (and instructors are not obligated to do so). In the event of an approved Late Add Petition, the student will be notified via email and must make payment within two (2) working days.

Payment must be received before registration will occur. In the event payment is not made within two (2) working days of approval email, the petition results will be nullified.

Students will be notified of the decision via their LSC student email account within five (5) working days of receipt of their requests. Students have the right to file an appeal to the designated administrator if their Petition is denied. Appeal decisions must be filed within five (5) working days from the receipt of the Petition decision. Appeal decisions will be communicated within five (5) working days. Appeal decisions are final and binding.

- Assistance from a Professional Advisor is recommended in completing this form.
- Instructor approval is required.
- If you have not received notification within five (5) working days, contact Student Services: 218-733-7601.

Send to Lake Superior College Student Services, 2101 Trinity Road, Duluth, MN 55811; fax to 218-733-5945; or email to registrar@lsc.edu

Student Information. Please print clearly

Full Name _____ Student ID# _____

LSC e-mail address _____ (current students)

Personal e-mail address _____

Street Address _____

City _____ State _____ ZIP _____ Phone _____

Date _____ Semester and year to which Petition applies _____

(Example: Spring 2018)

- ☐ Fill out all sections completely, and then have faculty fill out Faculty Recommendation section.
- ☐ ***Be sure to sign and date your both Request and Rationale AND Financial Obligation Information Sections.***
- ☐ All requests should include student's LSC transcript and Degree Audit Report (DARS), which should be printed and attached to the petition form. These can be found in student's e-services account under "grades and transcripts."

Faculty Recommendation

Date _____

LSC Faculty recommendation (Required). Faculty may also email recommendation *from employee email to* registrar@lsc.edu

Name _____ Signature _____

Please check your LSC e-mail account daily for the decision.

Processing of approved petitions related to tuition/fee charges may take up to five (5) business days before the adjustments are posted on your student account.

Request and Rationale. I respectfully petition the following:

Decision Maker
Department Dean

☐ **Late Add**

(with/without financial aid eligibility—see below)

Course (ex. ENGL 1106-01) _____ Six digit course ID _____

Instructor signature/recommendation **is required.**

☐ **Financial Aid Eligibility for Late Add**

Director of Financial Aid

Course (ex. ENGL 1106-01) _____ Six digit course ID _____

***** If Financial Aid is denied do you still wish to add this class?*** YES _____ NO _____**

Provide documentation related to the delay in registering for the course.

Clearly and concisely state why were unable to register for this course within the appropriate registration dates.

Student Signature _____ Date _____

Financial Obligation Information

By signing this petition, for any semester, I am accepting any financial and academic obligations incurred as a result of this transaction. Failure to pay will result in my debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, I agree to reimburse Lake Superior College the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, LSC incurs in such collection efforts.

I also authorize the college, and its respective agents and contractors to contact me regarding my debt request, including repayment of my debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

Student Signature _____ Date _____

OFFICE USE ONLY-Decision Maker Signature and Comments

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

Comments: _____

_____ Dean of Allied Health & Nursing

_____ Dean of Business & Industry

_____ Dean of Liberal Arts & Science

_____ Director of Financial Aid

This form can be provided in alternative formats upon request by contacting the Disabilities Coordinator in S1962 or by calling (218) 733-7650 or TTY (218) 733-7705.

08/2017