

*Return form with supporting documentation to Enrollment Services or email to Registrar@lanecc.edu*

Petition for Academic Deadline Policies

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ L Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First M.I.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_

Phone# (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@my.lanecc.edu

 Cell Home \*Correspondence will be **only** be sent to @my.LaneCC.edu email

1. Term of the petition: Summer Fall Winter Spring Year: \_\_\_\_\_\_\_

2. Please check the benefit(s) received or specific program(s) in which you were participating during the applicable term: Financial Aid Sponsored Accounts Veteran’s Benefits Other \_\_\_\_\_\_\_\_\_\_\_

*\*If you checked any of the boxes above, your benefits may be adversely affected by approval of this petition.* ***It is strongly recommended that you contact Financial Aid, Student Accounts, Veterans’ Certification or other funding source BEFORE submitting this form.***

3. What are you requesting?

 Drop class(es) after the published deadline with no responsibility for grade (“\*” mark to replace all grades)

 *\*A separate refund request must be submitted through Student Accounts. Your account will not automatically be refunded, if*

*this petition is approved.*

 Register (Add) class after published deadline (attach authorization from the department)

*\*This will not apply after the term has ended. Please see department for instructions on how to earn a*

 *grade once class has ended. Financial Aid will not be adjusted for a late term add. $100 fee is assessed with all late registration.*

4. Reason for Petition Supporting Documentation Required

 ***\*Forms submitted without supporting documentation will not be considered.***

 Personal illness or injury…………………….…Physician verification (must include date range you were unable to attend)

 Illness or injury of immediate family member…Physician statement of student’s status as caregiver

 Death of an immediate family member………...Copy of death certificate

 Required military orders/deployment…………..Military transfer orders

 Never attended class(es)………………………..Instructor verification of non-attendance

 Neglected to register for class(es)………….......Instructor verification of attendance

 Registration error …………………………….Instructors’ verification of attendance and non-attendance

 Incarceration/Legal Obligation…………….......Legal or Court issued documents

5. Classes you are petitioning:

 CRN# Course ID Course Title CRN# Course ID Course Title

 (eg MTH095)

1.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6.)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Petitions may be submitted up to one year from the date of the end of the term in item #1 above. Petitions submitted after this date, will not be considered.

Attach all of the following: Additional Forms Written Explanation Required Supporting Documentation

You must complete the petition in full. Make sure your petition meets the above criteria (incomplete petitions will be returned to student unprocessed).

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(For Office Use Only)*** Received on: \_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Form  Statement  Documentation

 Approved  Denied  Incomplete Processed by: \_\_\_\_\_\_\_\_\_\_\_\_  Banner Comments  Student Notified



Petition for Academic Deadline Policies

Instructions

1. Indicate the appropriate term/year for which registration change is being requested.
	1. NOTE: If the term is prior to one year ago, the petition cannot be accepted.
2. Check any tuition benefits that applied to you for that term. You are responsible for understanding the impact on these benefits, should your petition be approved.
3. Choose the correct option for the registration change for which you are requesting an exception to the deadline.
4. Indicate the reason for the exception, and provide the appropriate supporting documentation for that reason. Acceptable reasons and required documentation are listed in section 4.
5. Fill out the course(s) for which you are petitioning through this exception.
6. Write a personal statement to explain the extenuating circumstances that led to this petition.
	1. Statements should be typed and well thought-out. Any additional documentation that supports the reason provided in the statement should be included.
7. Make a copy for your personal records (recommended).
8. The complete petition will be reviewed by a committee made of up of Enrollment Services.
	1. Incomplete petitions will be returned to the student as unprocessed.

Make sure the following is included in the submitted petition:

1. Completed and signed petition form
2. Personal statement of your request and why you are making this request
3. Required supporting documentation listed to the right in section 4, across from the reason for which you are requesting an exception

Petitions may be submitted to:

Enrollment Services (Bldg 1, main lobby) on main campus

Or

Emailed to: Registrar@lanecc.edu

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Mailed to: Enrollment Services, Attn: Registrar, 4000 East 30th Avenue, Eugene, OR 97405

For any questions or concerns please contact:

Student Records at StudentRecords@lanecc.edu

Or

Registrar at Registrar@lanecc.edu