Feather River College

# Admissions & Records Office
**570 Golden Eagle Ave, Quincy, CA 95971**
**(530) 283-0202 – Fax (530) 283-9961**

## PETITION TO ADD OR DROP A COURSE LATE

Date _____ FRC ID# OR SS #: _____

| | | | | | | | | | | | | | | | _____ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Last Name First Initial

**STEP 1: TO BE COMPLETED BY STUDENT**

I am petitioning to: ☐ add a course late ☐ reinstate in a course late ☐ register late
☐ drop a course past drop date ☐ other _____
**(student is responsible for paying enrollment fees for courses added or dropped late)**

Name/Number of Course: _____ CRN Number: _____

Semester: ☐ Fall ☐ Spring ☐ Sum 20_____ CUM GPA:_____

**MANDATORY**

Please explain your reason for requesting this petition:

_____

_____

**Student's Signature**_____

**STEP 2: TO BE COMPLETED BY INSTRUCTOR**

☐ I support this petition ☐ I deny this petition **Student has been attending class as of: _____**
**(date)**

**Please state your reason for supporting or denying this petition:**

_____

_____

_____ Date:_____
Instructor's Signature

**STEP 3: TO BE COMPLETED BY CHIEF INSTRUCTIONAL OFFICER**

**CHIEF INSTRUCTIONAL OFFICER**
**(REQUIRED AFTER CENSUS DATE)**
☐ Approved ☐ Denied

_____
CIO Signature
Date: _____

**RECORDS OFFICE USE ONLY** RE____ RC_____ RD_____

Processed by: _____ Date_____

Revised 10.17.11 LM – Revised 10.8.13, Revised 11.13.13