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

Processed by: _____ Date_____

Revised 10.17.11 LM – Revised 10.8.13, Revised 11.13.13