



GENERAL PETITION
Office of Admissions and Records

For Office Use Only:

Intake Clerk: _____

Logged: _____

Name: _____ Student ID #: _____
Last First
Address: _____ Date of Birth: _____
Number Street E-mail: _____
City State Zip Code Contact Number: _____

Directions: Completed Petitions needs to be submitted to Admissions with supporting documentation. Student will be notified in writing or through email within 10-15 working days.

I request: (Check appropriate box and explain below in detail.)

- ☐ **Academic Credit** (Military, Police Academy)
☐ **Enrollment Error:** Semester & Year _____ Course _____ Section # _____
☐ **Replacement of** ☐ AA degree ☐ Certificate: _____
☐ Pickup ☐ Mailed to following address: _____
☐ **Area of Emphasis for local / degrees outside of LACCD** (transcript must be attached)
☐ **Other:** _____

Reason / Problem: BE SPECIFIC - Attach copies of all pertinent documents. (Use reverse side if additional space is needed.)

Student's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Notice sent: _____

- ☐ Approved _____
☐ Denied _____
☐ No Action _____

Signature: _____ Date: _____