

## PETITION FOR EXCEPTION OF ACADEMIC POLICIES

<b>Name:</b>	<b>CWID:</b>
<b>Address:</b>	<b>Petition Date:</b>
Street Address	<b>Email:</b>
City	State      Zip Code

**SEE REVERSE SIDE FOR INSTRUCTIONS**  
 Attach a separate sheet if necessary along with supporting documentation

**After 3<sup>rd</sup> attempt**    Course Requested: \_\_\_\_\_

**Other** \_\_\_\_\_

(CIRCLE QUARTER)    FALL      WINTER      SPRING      SUMMER      YEAR \_\_\_\_\_

**PLEASE EXPLAIN YOUR REASON FOR PETITIONING:**


\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

Counselor Comments:	FOR ACADEMIC COUNCIL USE ONLY
<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> No Recommendation	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Other
Counselor Signature: _____	Signature: _____
Counselor Printed Name _____	Printed Name _____

## PETITION INSTRUCTIONS

Petitions for academic matters are reviewed by the Academic Council, Dean of Counseling and Matriculation, and/or the Dean of Enrollment Services. **STUDENTS MUST MAKE AN APPOINTMENT WITH A COUNSELOR TO PETITION AND TO GET A COUNSELOR SIGNATURE.** Some petitions may also require a signature of a Division Dean and/or instructor. Incomplete petitions will **NOT** be reviewed and will be returned for additional information and/or documentation. You must write clearly and concisely.

### **ACADEMIC MATTERS WHICH NEED AN EXCEPTION TO ACADEMIC POLICY:**

- After 3<sup>rd</sup> attempt of a district-wide course
- Graduation/Certificate requirement waivers
- Other Academic Matters involving exceptions to Academic Policies

**PETITIONS MUST INCLUDE:** all necessary information including: major and educational goal, Course ID number(s), Course Name(s), recommendation of instructor (if applicable), reason for the petition, and a **DEGREEWORKS EDUCATION PLAN.**

1. **COURSE REPEATS:** must include the reason for requesting additional attempt, explanation of previous course attempts, plan of action for success this time around, and educational major and goal.
2. **GRADUATION/ CERTIFICATE REQUIREMENT WAIVERS:** must include the reason for requesting exception, major, curriculum sheet and other supporting documentation relevant to the petition.
3. **ALL OTHER REQUESTS:** must include supporting documentation.

**ACADEMIC COUNCIL MEETS ONCE PER WEEK DURING THE FALL, WINTER, AND SPRING TERMS (ONCE PER MONTH DURING SUMMER SESSION).** You may obtain a copy of the signed Petition at the Admissions & Records office. Decisions will be emailed to the student.

**APPEAL PROCESS:** Petition results are not discussed via telephone. If you want to discuss or appeal the results of your petition, you must request a personal appearance before the Academic Council. In order to request a personal appearance, please contact: [fhacademiccouncil@fhda.edu](mailto:fhacademiccouncil@fhda.edu).

**Students who are petitioning for course repeats will be upheld to regular registration timelines meaning, petitions must be submitted in time to be reviewed prior to the deadline to add/drop a course. Students will not be granted extensions for registration due to processing of petitions.**

Foothill College  
12345 El Monte Road  
Los Altos Hills, CA 94022-4599