

PETITION INSTRUCTIONS

Petitions for exceptions to registration policies are reviewed by the Dean of Enrollment Services. Some 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.

MATTERS WHICH DO NOT QUALIFY FOR AN EXCEPTION TO REGISTRATION POLICY:

- Late adds or late drops with no record (deadline is typically prior to the Monday of the 3rd week for a 12-week class). It is the student's responsibility to complete the add/drop/withdrawal process by the necessary deadlines. These cannot be done by the student after the deadline and must be initiated by the instructor. It will require approval from the Division Dean and Vice President.
- Grade corrections (removal or change of a grade or "W"). This cannot be petitioned. Per Title V and Ed Code, only the instructor can correct or remove a grade. There is a two-year limit for corrections. Contact your instructor.
- Time conflicts. As of Fall 2007, time conflicts are no longer allowed due to recent Title V and Ed Code changes.

PETITIONS MUST INCLUDE: all necessary information including Course ID number, Course Name, recommendation of instructor, reason for the petition

PLEASE ALLOW AT LEAST FIVE BUSINESS DAYS PROCESSING TIME. Petition results are not discussed via telephone. Decisions will be emailed to the student.

APPEAL PROCESS: If you want to discuss or appeal the results of your petition, you must request a personal appointment before the Dean of Enrollment Services or Supervisor. To schedule an appointment please use our online scheduler located under [Contact Us](#).

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