

ACADEMIC POLICIES

Revision of College Policies

Any policy adopted by the college administration shall supersede any ruling on the same subject that appears in this catalog or in other official publications once the revised regulation is posted on official college channels or included in the online class schedule.

Academic Freedom

Academic freedom encompasses the freedom to study, teach and express ideas and viewpoints, including unpopular and controversial ones, without censorship, political restraint or retribution. Academic freedom allows for the free exchange of ideas in the conscientious pursuit of truth. This freedom exists in all service areas, including but not limited to teaching, librarianship, counseling, coordinating and all faculty-student interactions. Academic freedom is the bedrock principle of all institutions of learning and must be extended to all faculty regardless of their status as full-time, part-time or probationary.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline and the educational mission of the Foothill-De Anza Community College District¹, and in accordance with state laws and regulations. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.

¹ Source: Foothill-De Anza Community College District Board Policy 4190 (fhda.edu). Approved April 20, 1960; amended Nov. 18, 1996; approved by Foothill College Academic Senate June 1, 2009; approved by De Anza College Academic Senate June 8, 2009; approved by Foothill-De Anza Community College District Board of Trustees Jan. 5, 2010. For more information on Foothill-De Anza policies, visit fhda.edu.

Admission & Enrollment Policies

Academic Prerequisites, Credit & Placement

Many courses require that you complete prerequisites in order to enroll. These prerequisites are listed under each course description in this catalog and the online class schedule.

All courses listed with a prerequisite have a registration block. To clear a prerequisite, fill out the *Prerequisite Clearance Form*. Allow approximately seven business days for processing.

If you submit written or performance evidence showing you have sufficient competence in the area of study due to previous training or experience, you may be able to enroll in a course without completing the listed prerequisites. You can only do this, however, if the division dean provides authorization.

The college has the authority to drop you from any course if you have not met the necessary prerequisites. For refund policies, visit the [Cashier's Office website](#).

Admission Guidelines

An admissions application is required for students new to Foothill College as well as students who are not in a continuing status due to skipping fall, winter or spring quarter. Foothill has an open-door admission policy for all high school graduates and non-graduates who are 18 years of age or older. Students currently enrolled in high school (freshman, sophomore, junior or senior) may enroll in up to 11.5 units per fall, winter and spring quarters, as well as a maximum of six units during summer session with high school transcripts, and written parental and school permission. Permission forms are available in the Admissions & Records Office and at foothill.edu/reg/forms.html.

Special admission procedures, such as additional testing, application forms and counseling sessions, are required for admission to a number of career programs. Some of these programs begin only in the fall quarter. You must complete all special admission requirements by the preceding spring quarter. Programs in this category include dental assisting, dental hygiene, radiologic technology, respiratory therapy and veterinary technology.

Prerequisites, Corequisites & Advisories

Prerequisites, corequisites and advisories are intended to guide the student into courses in which they will have the greatest chance for academic success.

- Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.
- Advisory of recommended preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Clearing Prerequisites

To challenge a prerequisite or corequisite, complete the *Prerequisite Clearance Form*, available online on the [Students Form page](#). Fill out the form and attach the required documentation as stated.

- Proof of coursework taken at another regionally accredited U.S. college or institution,
- AP test score of 3 or higher. Refer to the College Credit for Advanced Placement (AP) Test section. Meet with a counselor prior to submitting AP scores for prerequisite clearance to ensure they transfer towards your major.
- Proof of coursework taken at a college outside the U.S. (must provide foreign transcript evaluation service report and detailed course information), or
- Other/Challenge: if you do not meet any of the above, a prerequisite clearance requires dean or director approval.
- Prerequisite clearance for a course does not give credit for the course. If you wish to receive credit for the submitted prerequisite course, please submit a request for transcript evaluation.

Allow seven business days for the form to be processed before attempting to register. You will only be notified by email if the petition is denied.

Foothill College
Admissions & Records, Bldg. 8101