

# FOOTHILL COLLEGE PETITION FOR EXCEPTION OF ACADEMIC POLICIES

<b>Name:</b>	<b>ID No.:</b>
<b>Address:</b>	<b>Petition Date:</b>
Street Address	<b>Email:</b>
City	State      Zip Code

**SEE SECOND PAGE FOR INSTRUCTIONS**  
Attach a separate sheet if necessary along with supporting documentation

Admission after Disqualification    Disqualification Date: \_\_\_\_\_    No. of Times: \_\_\_\_\_  
 Excess Units \_\_\_\_ No. of units     After 3<sup>rd</sup> attempt    Course Attempted: \_\_\_\_\_  
 Other \_\_\_\_\_

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

**PLEASE EXPLAIN YOUR REASON FOR PETITIONING:**


\_\_\_\_\_

Student Signature
Date

**Comments:**


**Recommendation(s):**  
 Approve     Deny     No Recommendation

Counselor Signature \_\_\_\_\_

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**Forward to Academic Council:**  
 Yes     No

Dean/Instructor Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved     Denied     Other

Verifying documentation must be included.


Signature
Date



### PETITION INSTRUCTIONS

Petitions for academic matters are reviewed by the Academic Council, Dean of Counseling and Matriculation, and/or the Registrar. **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 THAT NEED AN EXCEPTION TO ACADEMIC POLICY:**

- Excessive units of 21.5 units or more (for Fall, Winter & Spring quarters). (**NOTE: 25.5 or more units must be petitioned to Academic Council.**) Students can take up to 15 units during the Summer quarter; there is no petitioning for excessive units during the Summer.
- Disqualification
- After 3<sup>rd</sup> attempt of a district-wide course
- Graduation/certificate requirement waivers

1. **EXCESSIVE UNITS:** the following are the minimum requirements to exceed 21.5 units (for Fall, Winter & Spring quarters) or 13 units in the summer:

- Completed a minimum of 30.0 units (You must submit a transcript from the other institution verifying completion of 30.0 units).
- Must have successfully completed 18.0 or more units in a single quarter.
- Must have a cumulative GPA of 3.00 or above. GPA last quarter: \_\_\_\_\_ Overall GPA: \_\_\_\_\_
- A **DEGREEWORKS EDUCATION PLAN** is required for all requests.
- Progress report for current quarter is required (*except during the add/drop period*).

Major: \_\_\_\_\_

List the courses with units, you plan to take this quarter:

Course Name	Course Units

Course Name	Course Units

**TOTAL NUMBER OF UNITS REQUESTED (INCLUDED EXCESS):** \_\_\_\_\_

**TOTAL NUMBER OF HOURS OF EMPLOYMENT PER WEEK:** \_\_\_\_\_

2. **DISQUALIFICATIONS:** must include the reason for disqualification, means of improvements and a plan of action for success. Counselor appointment and signature are required on the petition

**PETITIONS MUST INCLUDE:** all necessary information including Course ID number, Course Name, recommendation of instructor, reason for the petition and a **DEGREEWORKS EDUCATION PLAN**.

**ACADEMIC COUNCIL MEETS ONCE PER WEEK DURING THE ACADEMIC YEAR.** 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. Contact the Counseling Services Office at 650-949-7512 to arrange a personal appearance.

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