

FOOTHILL COLLEGE

PETITION FOR EXCEPTION OF ACADEMIC POLICIES

Name:	ID No.:
Address:	Petition Date:
Street Address	Email:
City	State Zip Code

SEE REVERSE SIDE FOR INSTRUCTIONS Attach a separate sheet if necessary along with supporting documentation
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<input type="checkbox"/> Admission after Disqualification Disqualification Date: _____ No. of Times: _____ <input type="checkbox"/> Excess Units _____ No. of units <input type="checkbox"/> After 3rd attempt Course Attempted: _____ <input type="checkbox"/> Other _____
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(CIRCLE QUARTER) FALL WINTER SPRING SUMMER YEAR _____

PLEASE EXPLAIN YOUR REASON FOR PETITIONING:

Student Signature

Date

Comments:
Recommendation(s):
<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> No Recommendation
Counselor Signature
Forward to Academic Council:
<input type="checkbox"/> Yes <input type="checkbox"/> No
Dean/Instructor Signature

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> 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 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:

- Excessive units of 21.5 units or more (for Fall, Winter & Spring quarters) or 13 units in the summer quarter. (**NOTE: 25.5 or more units must be petitioned to Academic Council**).
- Disqualification
- After 3rd 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 Student Success Specialist at 650-949-7512 to arrange a personal appearance.

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