

**Foothill College**  
**123456 El Monte Road, Los Altos Hills, Ca 94022-4599**  
**PETITION TO THE ACADEMIC COUNCIL**

Accepted by _____ Date _____
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**Name:** \_\_\_\_\_  
Last First

**Date of Petition:** \_\_\_\_\_

_____ NAME
_____ STREET ADDRESS
_____ CITY STATE ZIP

**SS#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- Admission after Disqualification
- Disqual. Date # of times
- Excess Units
- Course substitution or waiver
- Other \_\_\_\_\_

See reverse for instructions. Attach a separate sheet if necessary.  
(Circle Quarter) Winter Spring Fall Summer Year

Comments: _____			
_____			
_____			
Counselor signature _____			
<u>Recommendation(s)</u>	Approve	Deny	No Rec
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor signature _____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Div. Chair signature _____			
Comments: _____			

\_\_\_\_\_  
**Student Signature** **Date**

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> OTHER	
_____	
_____	
_____	
_____	
By: _____ Date: _____	

## PETITION INSTRUCTIONS

Petitions for academic matters are reviewed by the Academic Council, Dean of counseling and Student Services and/or the Associate Registrar. Petitions for exceptions to registration policies are reviewed by the Associate Registrar. A counselor signature is required on **all** academic petitions. 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.**

1. **Academic matters** include: excessive units, course substitutions, disqualification and graduate/certificate requirement waivers. Exceptions to Registration policies include: late adds, drops, withdrawals, registrations, refund exceptions and time conflicts.
2. **Grade corrections** (change of grade) are **NOT** petition items. By law, only the instructor may correct a grade. Contact your instructor.
3. **Petitions** must include all necessary information including course ID number, course name, recommendation of instructor and reason for the petition.
4. **Late Adds/Drops** must have instructor verification of first and/or last date of attendance and signature. You must include the course ID in your request. It is still the student's responsibility to complete the add/drop/withdrawal process.
5. **Time Conflicts** must include a statement signed by your instructor as to exactly how the missed time will be made up. You must also include information about which classes will conflict, the amount of time and what days.
6. **Disqualifications** must include the reason for disqualification, means of improvement and plan of action for success. Counselor signature required.
7. **Excessive Units** must include the amount of units requested, reason for the amount and the exact classes you wish to take. Counselor signature required.
8. **Substitutions** and/or waivers (graduation/certificates) require course descriptions, transcripts and/or other documentation. Counselor signature required. May also require recommendation and signature from division dean and/or instructor.
9. **Allow 48-72 hours processing time.** You may obtain a copy at Admission. Copies not picked up will be mailed.

**Petition results are not discussed via telephone.** If you want to discuss or appeal the results of your petition, do one of the following:

- A) For registration policy exceptions make an appointment with the Associate Registrar.
- B) Some academic matters may need to go through the Academic Council.

To request a personal appearance before the Academic Council contact the Evaluations Office Technician.

**Foothill College, Admissions & Records  
12345 El Monte Road, Los Altos Hills, CA 94022-4599**