

ACADEMIC REQUIREMENTS PETITION

PROCEDURES FOR PETITION ACTION

FIRST STEP: Complete the other side of this petition.

- a. Neatly and concisely complete the petition, stating the specific action requested. Examples: course substitution, waiver of a requirement, exemption from a college academic policy. Cite specific examples and page number (s) of the current Columbia College Catalog you wish to petition.
- b. Copies of all supporting documentation **MUST** be attached to the petition. Examples: physician's written medical excuse, written documentation from teachers, etc.
- c. Under Policy 5140, the Yosemite Community College District Board makes provision for each Campus within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the LD student and certain guidelines apply. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor for more information about both the conditions and guidelines that make such a request possible.

SECOND STEP: Return petition to the Admission and Records Office. Your petition will be date stamped upon receipt.

THIRD STEP: The Academic Requirements Review Committee will report decisions and rationale in writing to the student and to the Academic Senate within ten working days of a committee decision.

PROCEDURES FOR APPEAL OF ACADEMIC REQUIREMENTS COMMITTEE'S ACTION

If the student is dissatisfied with the committee's decision, he/she may appeal first to the Academic Senate within two weeks of notification, then to the President of Columbia College, and finally to the District Board of Trustees. The appeals process will be as follows:

- a. Upon receiving an appeal, the Academic Senate President will ask the Academic Senate to concur with or overturn the Academic Requirements Review Committee's decision at its next meeting.
- b. If the Senate concurs with the Academic Requirements Review Committee's decision, the student may ask the Senate President to forward the appeal to the Columbia College President who will act on it as promptly as possible.
- c. If the Columbia College President rejects the appeal, the student may ask that the appeal be forwarded to the District Board of Trustees who will act upon it as soon as possible.
- d. All of the above parties should act promptly to rule on appeals so as not to unnecessarily delay a petitioning student's progress toward graduation. Approval of course substitutions should be granted whenever possible in time for a petitioning student to complete priority registration for his/her final semester.

**COLUMBIA COLLEGE
ACADEMIC REQUIREMENTS PETITION**

Date _____ ID Number "W" _____ Phone Number _____

Petitioner's Name _____
Last First Middle Previous

Mailing Address

Request:

Justification:

Signature of Petitioner