



ORANGE COAST COLLEGE

ACADEMIC PETITION COUNCIL PHILOSOPHY, PURPOSE AND GUIDELINES

Charge: *The Academic Petition Council reviews petitions from students seeking exceptions to the requirements for OCC Associate Degrees and certificates as well as course repetition.*

Controlling Documents: *The Council functions within the Academic Senate guidelines for academic standards and the curriculum approval process. Legal and procedural compliance is governed by the California Code of Education, CCCD Board Policies, OCC Administrative Procedures, existing articulation agreements with transfer institutions, and other relevant regulatory guidelines such as FERPA. The committee acts in support of the principles of participatory governance, student success and academic integrity.*

Membership: *The Council includes five to seven faculty members designated annually by the Academic Senate, one of whom are academic counselors; one management liaison from Student Services who serves as a co-chair, designated by the Vice President of Student Services; one Academic Administrator designated by the Vice President of Instruction, one classified staff member from Graduation Office, and one student representative designated by the Student Senate. Only the faculty members have voting rights. Other representatives serve as non-voting ex-officio members.*

Organizational Reporting: *The Academic Petition Council reports to both; the Vice President of Student Services as well as the Vice President of Instruction. The procedural and regulatory functions of the committee fall under the Vice President of Student Services, while the academic-related issues fall under the Vice President of Instruction.*

Meeting Schedule: *The Academic Petition Council meets on a weekly basis* since students' petitions must be reviewed in a timely manner to meet registration, transfer, and graduation deadlines.*

** Meetings are conducted weekly based on availability of the committee members. Session breaks and the availability of the members can impact the frequency of these meetings.*

GUIDELINES AND PROCEDURES FOR EXCEPTIONS

A. Course Substitution or Waiver

1. Academic Petition Council approvals and actions must comply with the OCC Associate Degrees and Certificates requirements as adopted by the Curriculum Committee.

- a. Discipline Faculty, and/or the Dean of the Division where agreed upon by the faculty, will evaluate courses taken at other institutions (if student's evaluation of transcripts is determined not to be equivalent by OCC Evaluation Office) to determine equivalency. OCC courses may only be approved as listed on the degree requirements (as previously approved by the Curriculum Committee).
- b. For courses taken at other institutions for which there is no equivalent OCC course, the faculty and the Division Dean may approve substitutions when2 (s w)7 (h)22 (g)13o,(w)7 (h)13nyody <</M



3. Students may schedule an appointment to meet with an academic counselor to discuss the request. The completed form and supporting documents must be submitted to the counselor during the appointment time.
4. The counselor may provide recommendation for the request.
5. The petition will be forwarded to the appropriate department for further evaluation.
6. Once the form has been reviewed by the respective division, it is submitted to the Council for final review and determination and then notification to the student of the outcome.
7. ~~by the Council for Academic Appeals and Admissions (CAA) and signed by the student and the~~

Certain considerations such as the following may be considered by the Council:

1. For courses such as mathematics, where the delay may jeopardize the student's opportunity for success in the course.

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