

Foothill College

Petition to Replace a Substandard Grade for Foothill College GPA Calculation

When submitting this petition, students must attach:

1. A copy of their transcript*
2. Either a course outline of record or the course catalog description to confirm course equivalency.

NOTE: It is strongly recommended that students consult with the appropriate Foothill division dean to confirm equivalency with the faculty BEFORE repeating the course.

Date: _____

Name: _____ SID # _____
Last First

E-mail Address _____ Phone # _____

Foothill College Course Information:

Foothill Course with substandard grade _____ Course taken _____ quarter

Grade received in course _____ Unit value of course _____

Replacement Course Information:

Course taken at _____ To be replaced with _____
Name of Institution replacement course was taken Course taken

Grade received in replacement course _____ Unit value of course _____
Indicate if unit value is quarter or semester

Term the course was taken _____

I am aware that all grades remain on the academic transcript, and that some transfer institutions may require recalculation of the GPA to include both the substandard and the subsequent grade.

Student Signature _____

* Official (sealed) transcripts from the other regionally accredited institution must be submitted to Foothill College Records Office before submitting this petition.

Office use only:

Division Recommendation

Comments: _____

_____ Approve Deny Other

Faculty Signature Date

_____ Date

Division Dean

Counselor Verification Area:

Requested replacement course is equivalent to:

_____ ASSIST course

_____ C-ID course

_____ Documentation Attached

By: _____ Date: _____

Counselors Printed Name _____

Records Processed by: _____ Date: _____

PROCEDURES

1. The Student makes an appointment with a Counselor to discuss the replacement of a substandard grade. The Student brings a transcript (may be unofficial) from the school in which they took the subsequent courses, and the course catalog description to their counseling appointment.
2. The Counselor completes the “Counselor Verification Area” by checking for equivalence in ASSIST/C-ID systems.
 - a. If course is clearly equivalent, the Counselor documents in appropriate field on petition (i.e. which course on ASSIST or C-ID is equivalent)
 - b. If student has written documentation that they previously had Foothill College discipline faculty confirm equivalency, note on petition as such and attach documentation.
3. The Student takes the Petition to Replace a Substandard Grade to the appropriate Division for their review and signature of approval.
4. If the petition is approved, the student submits the petition to Admission and Records Office, with an official transcript of the subsequent course. (Unless the transcript is already on file.)
5. Admission and Records Office will verify that Foothill College has an official transcript on file from the subsequent school. Upon verification they will change the records system.