### Policy No: ACA-POL-0007

### Policy Title: Petitioned Courses Policy

#### Implementation Procedure:
Request for petitioned subjects (number here)

#### Date of Issuance:
SY 2008-2009

#### Effectivity:
SY 2008-2009 - Present

#### Page Number:
One (1)

#### Office of Origin:
Office of the Dean

#### (Policy Expert)
Academic Program Chair/ Subject Area Chair

#### "Supersedes" Notification:
None

#### Purpose of Policy:
This policy shall govern student’s petition to offer additional courses in a given term.

#### Detailed Policy Statement:

1. Any student or group of students may file for a petition with the Dean’s Office to open additional course offerings.

2. Petitions to open additional course offerings shall be accepted beginning the pre-enrollment period until the first day of regular enrollment.

3. Approval of petition to open additional course offering is subject to room, time, and faculty availability.

4. A petition should be signed by at least 20 students. These students shall be given priority enrollment when the petition to open the course is approved by the Registrar’s Office.

5. Petitioned subjects that do not meet the minimum class size of twenty (20) shall be dissolved.

#### Applicability:
All collegiate students only.

#### Policy Approval Authority:
College Dean

#### Related Policies or References:
Student handbook

#### Definition:
None

#### Prepared by:
Planning, Funding, and Development Office

#### Approved by:

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<tr>
<th>Dr. Cristina Castro - Cabral</th>
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#### Date Approved: