

# MATRICULATION APPEAL PETITION

## SAN JOAQUIN DELTA COLLEGE

LAST NAME	FIRST	M.I.	<b>98-</b> STUDENT ID#
DELTA STUDENT EMAIL	@students.deltacollege.edu		(    ) TELEPHONE

COURSE NAME & DEPT. NO.	COURSE CODE (REQUIRED)	SEMESTER & YEAR
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**PREREQUISITE/COREQUISITE CHALLENGE PROCESS**

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the class. A student may challenge a prerequisite/corequisite by filling out a Matriculation Petition and provide supporting documentation where noted applicable. Students are responsible for providing completed petitions with specific reasons and all supporting documentation at time of submission to the Admissions and Records Office.

**PETITION PROCESS**

STEP 1. The student shall submit a petition with supporting evidence to the Admissions and Records Office, DeRicco Student Services Building. The division dean shall make a determination in consultation with appropriate faculty. *\*Please Note: Petitions are NOT to be submitted directly to the division dean.*

STEP 2. If the student is dissatisfied with the decision of the Division Dean, a request may be made for review by the Matriculation Appeals Committee.

STEP 3. The Matriculation Appeals Committee shall judge the relevancy of the evidence and make its findings and recommendations for the disposition of the petition. The decision of the Committee shall be final.

**GROUND FOR CHALLENGE (Mark One):**

- a. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite. **(Documentation is required e.g. transcripts, certificates, verification of job skills, evaluation of degree or certificate)**
- b. The prerequisite or corequisite has not been established in accordance with the District's policy.
- c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- d. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available. **(Evaluation of degree or certificate required)**
- e. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan (SEP).
- f. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

**Explain how you satisfy the prerequisite or the basis for your matriculation challenge (Attach additional pages as needed):**

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I understand that if I do not submit the required documentation with this petition it will automatically be denied.

Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

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**FIRST LEVEL REVIEW-COMPLETED BY DIVISION DEAN**

Division Dean: \_\_\_\_\_ Sent to Division on: \_\_\_\_\_

**Action Taken:** (Select One)

Faculty consultation \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not applicable Faculty Name: \_\_\_\_\_

Approved

Denied

Comments:

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Division Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SECOND LEVEL REVIEW-COMPLETED BY MATRICULATION APPEALS COMMITTEE**

**(Only if student appeals first level decision)**

Matriculation Appeals Review:

Approved

Denied

Comments:

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Matriculation Appeals Committee Members: \_\_\_\_\_

Date: \_\_\_\_\_

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