



Prerequisite and/or Corequisite Appeal

Valid until grade earned

Office Use Only: Date Rec'd _____

_____ To Chair, Acad. Dept.

Date

_____ To Dean, Counseling

Date

Appeal Procedure:

- 1. Explore** alternatives with a counselor.
If you are a College Now! student appealing any **MATH** prerequisite/co-requisite, you must request a recommendation letter from your current high school math instructor, which includes an assessment of your ability to succeed in the requested course, and your current grade in the high school math class.
- 2. Submit** completed appeal form and required supporting documentation to the Office of the Dean, Student Services, Building A, by the scheduled deadline. Refer to the academic calendar. You may request provisional admission into the course, pending the outcome of the appeal. If the appeal is denied, you will be administratively **dropped from the course**.
- 3. Notification:** Students will be notified of the status of their appeal via their AHC email account only. The appeal review process takes up to 5 working days.

_____ H _____
 First Name Last Name Student ID# Date Submitted

_____ @my.hancockcollege.edu
 AHC Email Account

PREREQUISITE AND/OR COREQUISITE INFORMATION:

_____ Course I wish to challenge _____ Course I wish to enter _____ Semester/Year

Students have the right to appeal a prerequisite and/or corequisite based on the following grounds. Check the box that applies to you.

- I have documented knowledge and abilities to succeed in the course despite not meeting the prerequisite and/or corequisite (documentation required: e.g. transcript, verification of equivalent experience, writing sample for appeal of an English course).
- The prerequisite and/or corequisite course has not been made reasonably available.
- The prerequisite and/or corequisite is discriminatory or is being applied in a discriminatory manner (documentation required).
- Other (Specify): _____

In the space below, provide information that you believe makes you eligible to take the desired course without meeting the requirement. Be sure to attach any supporting documentation to support your appeal. You are required to meet with an **Allan Hancock College counselor**.

Student Statement:

I acknowledge that Allan Hancock College has determined that the prerequisite and/or corequisite in question is necessary for my educational success. If this appeal is approved, I am taking personal responsibility for succeeding.

Student Signature

Nondiscrimination Statement: The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Student Name _____

Student ID #: H _____

Allan Hancock Counselor Recommendation

Recommend

Not Recommend

Comments:

Allan Hancock Counselor Signature

Date

Chair, Academic Department Recommendation

Recommend

Not Recommend

Comments:

Chair, Academic Department's Signature

Date

*Signature Indicates Consultation with Discipline Faculty

Dean of Student Services Decision

Approve

Deny

Comments:

Dean, Student Services Signature

Date

Provisional Granted _____
Date

Administrative Drop _____
Date

Student Notification _____
Date