Matriculation Appeal
Submit supporting documentation

If you feel that orientation, assessment, counseling, probation/reinstatement or any other matriculation procedure or service is being applied in a discriminatory manner, an appeal may be filed.

Appeal Procedure:
1. Explore alternatives with a counselor.
2. Submit completed appeal for and required supporting documentation to the Office of the Dean of Student Services/ Counseling and Matriculation, Building A, by the scheduled deadline. Refer to the counseling website under “Important Dates”. Request provisional admission into the course, pending the outcome of the appeal. If the appeal is denied, you will be dropped from the course.
3. Notification of the outcome will be made by the Dean’s office through the student’s AHC e-mail account only. The appeal review process takes up to 5 working days.

Name ___________________________ Student Identification # __________ Date Submitted __________

AHC E-mail Account

@my.hancockcollege.edu

MATRICULATION PROCEDURE OR SERVICE BEING APPEALED: Check the box that applies to you.

☐ Assessment: __________________________ Course I wish to enter __________________________ Semester/Year __________________________

☐ Orientation

☐ Counseling

☐ Probation/Reinstatement

In the space below, write a descriptive statement, which includes an explanation of the problem and your recommended solution. Attach any supporting documentation to your request.

Student Statement: ________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

I acknowledge that Allan Hancock College has determined that the matriculation process 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.

Revised: 1/25/2013
Counselor Recommendation

[ ] Recommended  [ ] Not Recommended

Comments:


Counselor Signature  Date


Chair, Academic Department Recommendation—if applicable

[ ] Recommended  [ ] Not Recommended

Comments:


Chair, Academic Department Signature  Date


Dean of Student Services/ Counseling and Matriculation Decision

[ ] Approved  [ ] Denied

Comments:


Dean, Student Services/ Counseling and Matriculation Signature  Date


Provisional Granted  Administrative Drop  Student Notification

Date  Date  Date