



30-UNIT REMEDIAL COURSEWORK "WAIVER" PETITION

Semester/Year: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I AM APPLYING FOR A WAIVER AS STATED BELOW: (check all that apply)

- \_\_\_\_\_ I am an ESL student enrolling in ESL courses.
\_\_\_\_\_ I have a verified learning disability which is on file with Delta College.
\_\_\_\_\_ I would like to request a waiver of the 30-unit basic skills limitation (please explain below)
\_\_\_\_\_ I would like to be reinstated back to Delta College after successfully completing an adult program.

Explain below why you feel you should be granted a waiver:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I understand that I may only be approved for one semester and may enroll in a maximum of 10 basic skills units; and that I may be referred to adult education programs if I am not successful in the semester in which this waiver was granted.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have met with the above student and have reviewed their academic record and completed an educational plan. I would like to recommend the following:

[ ] I recommend the waiver for the following classes: [ ] I do not recommend the waiver

Dept/No - CCN Units Dept/No - CCN Units

Dept/No - CCN Units Dept/No - CCN Units

Comments: \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

This is in compliance with Title V regulations and Delta College Policy.

[ ] Yes [ ] No

Comments: \_\_\_\_\_

Director of Admissions & Records Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY ADMISSIONS & RECORDS OFFICE

Assisted Registration Completed & Transcript Codes Recorded On: \_\_\_\_\_

By: \_\_\_\_\_

## Appeal and Waiver Procedures

1. A student seeking to waive or appeal the unit limitation on enrollment in non-degree applicable basic skills courses shall submit a Remedial Coursework "Waiver" Petition to a Delta College Counselor. The Counselor shall meet with the student to review their educational records and develop an academic educational plan for the next semester. The counselor or student shall provide the Remedial Coursework "Waiver" Petition and the student's educational plan to the Director of Admissions & Records for review.
2. The student shall sign a form acknowledging his/her knowledge of the limitations of the waiver.
3. Permission to waive the 30-unit limit will allow the student to enroll in basic skills courses for a period not to exceed one semester and for a maximum of 10 basic skills units.
4. Once a waiver is approved, the student will be allowed to register in basic skills classes up to the maximum unit limit approved.
  - a. If the waiver is denied, the Counselor shall refer the student to appropriate adult education programs.
5. A student whose waiver was previously denied, may start the process at step 1 above for reinstatement upon the successful completion of coursework, adult education program, and/or appropriate scores on the Delta College COMPASS Assessment test. In addition, a Delta College Counselor recommendation for approval on the Remedial Coursework "Waiver" Petition is required.