



HIGH SCHOOL PARTNERSHIP PROGRAM APPEALS PROCESS

(Revised: 3/17/2009)

The California Community College is open to all individuals 18 years or older OR high school graduates, regardless of age. There is an elementary/middle/high school educational system in place to respond to the needs of minors pursuing educational goals. The community college offers opportunities to students seeking enrichment and/or vocational experience not available at these institutions. Eligibility to participate in this opportunity is determined by the community college and may not disenfranchise regular college students.

Chaffey College offers an appeals process for high school students (9th-12th grade only) who do not meet the minimum entrance criteria. The student, not the parent, must complete the application and appeals process. The benefits and consequences of taking college courses fall upon the student and s/he must assume full responsibility for the decision to participate.

Before a student can request an appeals petition from the Admissions Office in Rancho, Chino or Fontana, s/he must:

- Complete the online application
- Submit the completed High School Certification & Parental Advisory Forms and the official high school transcript in a sealed envelope
- Complete Assessment, Orientation, and Counseling (Required even for **Activity Only** Classes)

THE HIGH SCHOOL APPEALS PACKET INCLUDES THE FOLLOWING ITEMS:

1. High School Student Appeals Petition form.
2. Type-written statement from the student explaining why he/she wants to attend Chaffey College, reason(s) for requesting an exception, and why an exception should be granted.
3. Evidence that student has **cleared** all components of the Assessment, Orientation, and Counseling Requirement. (Required even for **Activity Only** Classes)
4. Copy of the student's Chaffey College assessment results.
5. An official letter of recommendation on school letterhead signed by the student's High School principal or designee stating that the student has demonstrated academic strength and maturity such that he/she has the ability to be successful in college and the maturity to assume full responsibility as a college student. The letter must include the principal or designee's title, a contact telephone number and/or email, and the recommendation of a specific course, or alternative course(s).

TERM/SEMESTER	TERM/SEMESTER BEGIN & END DATES	DEADLINE TO SUBMIT APPEALS FORM
Summer 2009 – Session I	June 8 – July 30 (8 weeks)	Friday, May 22, 2009
Summer 2009 – Session II	June 22 – July 30 (6 weeks)	Thursday, June 4, 2009
Fall 2009	August 24 – December 20, 2009	Friday, August 7, 2009
Spring 2010	January 11 – May 20, 2010	Wednesday, December 23, 2009
NOTE: The Appeals Committee will not accept appeal forms past the deadline.		