



Petition to Waive the Dual Credit Eligibility Requirements

For those students who do not qualify for admission under the Dual Credit general provisions and requirements (refer to Criteria for Enrollment as Dual Credit Student online at <http://www.sanjuacollege.edu/dcc>), the student may petition to San Juan College for admission under the following provisions:

- A Junior or Senior attending a Local Education Agency (LEA) that does *not* meet the minimum required **3.0 grade point average (GPA) for English, Mathematics, and Science**, or a **2.0 GPA** for all other disciplines/courses may petition to the San Juan College Dual Credit Program Coordinator to take **one (1) course**.

Students who have submitted the Petition to Waive the Dual Credit Eligibility Requirements Form and have been approved will be admitted to San Juan College as a first-time freshman in good standing.

- Students who fail to earn a GPA of 2.0 or higher will be placed on Academic Probation at the conclusion of the semester.
- Students who fail to earn a GPA of 2.0 or higher their second semester will be placed on Scholastic Suspension and must sit out from taking courses at SJC for one semester. (This could affect Lottery eligibility.)
- Students who earn and maintain a GPA of 2.0 or higher will remain in good standing at SJC.
- If the student's Local Educational Agency's (LEA) GPA is below a 2.0 the student must submit a Dual Credit Petition to Waive Requirements Form for each semester they wish to enroll at SJC.

For more information on Academic Standing please refer to the current San Juan College Academic Catalog.

Petition Process:

1. Complete a San Juan College Online or Paper Application for Admission.
2. Complete the NM PED Dual Credit Request Form.
3. Complete the Petition to Waive the Dual Credit Eligibility Requirements Form.
4. The Petition to Waive Form must be submitted to the San Juan College Dual Credit Program Coordinator at San Juan College at least ten (10) days prior to the first day of instruction for the course
5. The San Juan College Dual Credit Program Coordinator and the San Juan College School Dean/Director will review the petition for a determination of program admittance. Approval by the counselor is required for this consideration.
6. Enrollment in the course is contingent upon the student's ability to successfully complete prerequisites, including Accuplacer placement. Failure to complete the prerequisites for the course including the Accuplacer will cause the petition to be void.
7. The San Juan College Dual Credit Program Coordinator will notify the LEA Counselor upon approval or denial of the Petition to Waive Dual Credit Eligibility Requirements Form.
8. Approved students will have the following options to register for the Dual Credit course:
 - a. Pick up their NM PED Dual Credit Request Form and Petition to Waive the Dual Credit Eligibility Requirements Form from the San Juan College Dual Credit Program Coordinator and register for the course with the Office of Admissions and Records.
 - b. Notify the San Juan College Dual Credit Program Coordinator who can register the student for the class in the Office of Admissions and Records on their behalf.

Date: _____ School District/Local Education Agency (LEA): _____

Student's Last Name: _____ First Name: _____

Date of Birth: _____ STAR ID#: _____

Home Address: _____ City: _____ Zip: _____

Parent(s)/Guardian(s): _____ Home Phone: _____



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Grade Level: _____

GPA: _____

Students, Parents/Guardians, and School Signatures:

By signing this eligibility form, we understand that the student must pass the Dual Credit course with a “C” or better. If the student fails the course with a grade lower than a “C,” the student will be placed on SJC academic probation. With two semesters of grades below a “C” grade at the college, he/she will not be allowed to enroll at San Juan College for one (1) semester. Failure to pass a college course with a “C” or better could result in a student potentially not graduating from their Local Education Agency.

Student Signature: _____ Date: _____

Local Education Agency Counselor Signature: _____ Date: _____

Local Education Agency Principal Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

SJC Dean/Director Signature: _____ Date: _____

SJC Dual Credit Program Coordinator: _____ Date: _____