



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: CONSIDERATIONS FOR STUDENT ADVANCEMENT ON A WAITING LIST	Code: FF0206
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Policy Reference: F0202, Program Admissions Waiting Lists

This procedure gives students consideration, under special circumstances, for advancement on a waiting list and may include any of the following:

1. Program enrollment must reflect district population distribution, demographic data.
2. Efficient provision of support services.
3. Legislated contracts, regulations, or other agreements.

Procedure:

1. The student shall submit his/her request at least six (6) months prior to the semester he/she wishes to enter. The student shall provide to the director of Admissions justification, in writing, for advancement on the waiting list.
2. The director of Admissions shall appoint a Student Services administrator, a student representative, and the appropriate program dean/associate dean to review the request according to the above requirements.
3. The student will be given a final decision, in writing, within thirty (30) days of the date stamped by the Admissions Office.

Office of Responsibility: Student Services/Admissions

Last date reviewed: Apr-2022