



Health Unit Coordinator General Petition Information

Requirements: (If you do not meet all requirements, your petition will not be reviewed for selection).

To be eligible to submit a petition for consideration for the Health Unit Coordinator core courses (HUC Procedures I, HUC Procedures II and HUC Clinical), the following requirements must be completed:

- Official acceptance into the Health Unit Coordinator program (30-510-2)
- Completion of any recommended Pre-Tech courses (based upon placement test scores)
- Program grade point average of 2.0

Petition Dates and Information:

HUC petitions will be available on the HUC webpage at the beginning of each Fall and Spring semester. Petition forms can be accessed by going to the following web address: www.gtc.edu/HUC . All required information must be provided in order for the petition to be valid. Your petition will not be considered if 1) you have not met the eligibility requirements to petition, 2) your petition packet is incomplete or 3) fees are unpaid. Petitions must include the student's Web Advisor academic evaluation. Petitions should be returned or mailed to Student Services on the Racine campus during normal Student Service office hours by the designated deadline. **No exceptions will be made.**

Selection:

Students are selected for the core HUC classes based on the following:

- Date and time of acceptance into their program
- Verification of individual program requirements being met
- Verification of residency - **Gateway district residents first (Kenosha, Racine, and Walworth Counties), then Wisconsin residents, then out of state residents.**

Notification:

Petitions will be evaluated once the petition window has ended. Students will be notified in writing of the outcome. If you are not selected for the core courses, you may submit another petition during the next petition period if you still meet petition requirements. Students who are selected will be required to attend a mandatory orientation session. If you do not attend this orientation without informing the program counselor, if you do not register for classes by the date required, or if you drop your core classes, your seat will be forfeited. You will then need to re-petition for future course openings.

Please direct questions to:

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