



# Loss of Enrollment Priority and/or CCPG Appeal

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

My Canyons Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Term requesting reinstatement: **FALL WINTER SPRING SUMMER**

### **Appeal to reinstate Enrollment Priority only (check one)**

*You may file a petition to have your Enrollment Priority reinstated ONLY if the condition below pertains to you:*

- I am enrolled in a high unit program and following a current Student Educational Plan but have earned one hundred (100) or more degree-applicable semester units at College of the Canyons. **I have attached a copy of my SEP.**

### **Appeal to reinstate CCPG only (check one)**

*You may file a petition to have your CCPG reinstated ONLY if one of the conditions below pertains to you:*

- I was unable to obtain essential support services. **Please provide a written statement and documentation showing what services you were unable to obtain and why.**
- I would like to be granted special consideration as I am a student in one of these programs (check all that apply)  
**Must be verified and signed below by the appropriate Program Counselor or Director.**  
Signature: \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_ CalWorks    \_\_\_\_ EOPS    \_\_\_\_ AAC    \_\_\_\_ Veterans
- I have not enrolled at College of the Canyons for two consecutive semesters (fall/spring) since I became ineligible for the CCPG.
- I have experienced a change in my economic situation. **Please provide a written statement and documentation showing the change in economic situation.**

### **Appeal to reinstate Enrollment Priority and CCPG (check one)**

*You may file a petition to have your Enrollment Priority and CCPG reinstated ONLY if one of the conditions below pertains to you:*

- Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student. **I have attached documentation of the extenuating circumstance.**
- I have applied for Academic Accommodations Center (AAC) services and did not receive reasonable accommodation in a timely manner. **Must be verified and signed below by AAC counselor or Director.**  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

I declare under penalty of perjury that all information on this form is true and correct. I understand I must submit a new petition each term I am requesting to appeal my enrollment priority or CCPG and must provide evidence for the appeal each term. I understand this petition will not change my academic standing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **OFFICE USE ONLY**

Committee Recommendation: Approve \_\_\_\_\_ Denied \_\_\_\_\_ Notified Student \_\_\_\_\_

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

Director, Admissions and Records Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Loss of Enrollment Priority and/or CCPG Appeal Processing Instructions

## **LOSS OF PRIORITY REGISTRATION:**

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

## **LOSS OF California College Promise Grant (CCPG):**

A student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the California College Promise Grant (CCPG).

- Complete the student information part of this appeal form and attach documentation showing how you meet the qualification you have checked. If you cannot check one of the boxes to reinstate your Enrollment Priority and/or CCCPG, you are not eligible to have your Enrollment Priority or CCPG reinstated.
- If you are requesting an appeal due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation have your supporting documentation ready. Examples of supporting documentation include doctor's notes, accident report, loss of job, etc.
- If you selected the box showing you are a CalWorks, EOPS, AAC, or Veteran student you **must** meet with the appropriate Program Counselor or Director. The appropriate Program Counselor or Director must verify you have special circumstances that contributed to the loss of the CCPG and/or your enrollment priority. Once you have the documentation from the appropriate Program Counselor/Director, then bring the form to Admissions and Records to be processed.
- Submit the completed Appeal form to Admissions & Records with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal form being denied.

## **FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):**

1. You may download the appeals form from our website at [www.canyons.edu](http://www.canyons.edu). Click on Admissions & Records forms or Financial Aid forms.
2. You will need to complete the appeal form and provide your typed narrative and any supporting documentation that would support your appeal and email the form from your My Canyons email to [admissions@canyons.edu](mailto:admissions@canyons.edu).

**Processing requests may take up to 1-2 working days. It is your responsibility to ensure that the documentation is received in Admissions & Records filed by the established due date. If the petition is received late, it will be processed within 5 business days. This may hinder your ability to register in a timely manner.**

**All Appeal forms and documentation must be received by  
Admissions & Records department by the established deadline.**

**Petitions must be received during the deadlines below:**

Fall: July 1 -July 31

Winter: October 1 - October 31

Spring: October 1- January 31

Summer: April 1- April 30

**\*This petition does not affect your academic standing\***