



San Diego Community College District

Petition for Enrollment Priority Appeal and/or Loss of CCPG

Please review the reverse side of this document for appeal criteria before completing this petition. This petition is not used to appeal your financial aid status.

Campus: [ ] City [ ] Mesa [ ] Miramar

Student Information

Name: (PRINT) Last First MI Student ID Number: Address: Street City State Zip Email: Telephone: Major: [ ] Fall [ ] Spring [ ] Summer Year:

Steps for filing a Petition for Enrollment Priority/Loss of CCPG\*:

- 1. Complete and Sign the petition.
2. Attach a one page personal statement explaining the reasons for your appeal.
3. Meet with a Counselor to review/sign your petition, and attach your student education plan.
4. Submit your petition to the Dean of Student Development Office by the deadline posted on Student Web Services.

\*The Board of Governor's Fee Waiver (BOGW) has undergone a name change and is now known as the California College Promise Grant (CCPG).

Petition Information

I am requesting a reinstatement of my enrollment priority and/or CCPG eligibility for the following reasons(s): Please read the back of this form for further instructions. Incomplete petitions will not be considered.

(Select at least one of the following options)

- [ ] Extenuating circumstances (Documentation required)
[ ] Significant academic improvement
[ ] Student with disability who applied for, but did not receive, reasonable accommodations in a timely manner
[ ] Reinstatement of loss of enrollment priority due to exceeding 100 units (appeal of Enrollment Priority Only)

Student Signature: Date:

COUNSELOR USE ONLY

[ ] Recommend [ ] Not Recommend Estimated Semester/Year of Completion/Transfer: Comments: Name: Signature: Date:

OFFICIAL USE ONLY

Final Action: [ ] Approved [ ] Disapproved Term Expiration: Comments: Authorized Signature: Date:

## **Petition for Enrollment Priority Appeal and/or Loss of CCPG (Formerly known as Board of Governor's Fee Waiver)**

Title 5 regulations state that students shall lose their enrollment priority and California College Promise Grant (CCPG) eligibility if they have been disqualified as a result of academic performance or lack of progress. Students also lose enrollment priority if they have exceeded 100 cumulative units while attending San Diego City, Mesa, and/or Miramar College.

### **Appeal Criteria**

Students may petition the loss of their enrollment priority and/or CCPG eligibility based on any one of the following criteria:

- Students who have experienced **extenuating circumstances** that had a significant impact on your academic performance resulting in disqualification (verified cases of accident, illnesses, or other circumstances, including change in financial situations beyond the student's control, which affected their academic performance in the previous semester).
- Students who have made significant **academic improvement** where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation but did not reach good academic standing.
- Student with disabilities who applied for, but did not receive **reasonable accommodations** in a timely manner.

### **For Loss of Enrollment Priority Only:**

- Students who have other specific situations that warrant considerations (i.e. student enrolled in high unit programs, student is close to graduation or transfer and needs a few more courses).

### **Instructions**

1. Upon notification of loss of enrollment priority and/or CCPG eligibility, students have the right to appeal based on the belief that they qualify under one or more of the conditions above. Students must meet with a counselor and have a Student Education Plan on file and attached to this form prior to submitting the petition.
2. Complete and sign the petition, be sure to attach your personal statement and any documentation required in support of your petition (example: doctor's letter, ER report, police report, court document, requirements from professional/graduate school, major preparation transfer requirements or course descriptions and syllabi).
3. Meet with an academic counselor to review your petition and Student Education Plan, and have your petition signed by the counselor.
4. Submit the completed petition to the Dean of Student Development Office at your home college. Petitions must be submitted by the published deadline; **NO EXCEPTIONS.**
5. Students will be notified of the results of their petition by the Dean of Student Development Office.