

# Loss of Enrollment Priority and/or CCPG Appeal

This form is to appeal your enrollment priority OR loss of California College Promise Grant.



Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and California College Promise Grant per regulation

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

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

**A typed explanation of your circumstances AND a Counselor approved Mendocino College Comprehensive Educational Plan must be submitted along with any documentation for the reason selected below.**

### Enrollment Priority Appeal Reasons: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are doctor's notes, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner (See attached verification of disability document from DRC).

### Loss of California College Promise Grant (aka: fee waiver): (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Examples of documentation are doctor's notes, accident report, verification of loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner. (See attached verification of disability document from DRC).
- I was unable to obtain essential support services. (Indicate which essential support services were not obtained, and reason(s) unable to obtain services in attached written narrative.)
- I would like to be granted special consideration as I am a student in one of these programs (check all that apply) (Written verification from each program must be attached to your Appeal form):  
\_\_\_ CalWorks \_\_\_ EOPS \_\_\_ DRC \_\_\_ Veterans
- I have not enrolled at Mendocino College for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver (see attached unofficial MC transcript).

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal form is void should I fail to make academic progress.

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

#### OFFICE USE ONLY

Committee Review Date: \_\_\_\_\_

ARC Committee Recommendation: Approve \_\_\_\_\_ Denied \_\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Support Services/Follow up Recommended: \_\_\_\_\_

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

**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):**

Please be aware 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.

1. Complete the student information part of this appeal form and a typed narrative of your situation to the counseling department to schedule an appointment. (If you are Foster Youth you are exempted from this process. Please contact the Admissions Office.) When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a comprehensive education plan or will be updating your current education plan.
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWorks, EOPS, DSPS, or Veteran student you **must** meet with the appropriate program Counselor.
3. If you are requesting an appeal for Academic/Progress probation 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. (Supporting documentation are doctor's notes, accident report, loss of job, etc.)
4. 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 rejected by the Appeals Committee.

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

1. If you are a Distance Ed (online) student (100% online courses), you may request an appeals form by phone at 707-468-3101. An A&R staff member will email you or fax you an appeals form. You may also download the appeals form from our website at [www.mendocino.edu](http://www.mendocino.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 either fax it to the Office of Admissions and Records at 707-468-3430 or scan and email the form to [webaccess@mendocino.edu](mailto:webaccess@mendocino.edu). You will need a phone appointment to complete the appeal and complete a comprehensive education plan or to update your current education plan. You may call 707-468-3048 for an appointment. Make sure the scheduler knows you are doing an appeal and a comprehensive education plan is required.
3. After meeting with a counselor, take this form along with your supporting documentation (Appeal, typed narrative, comprehensive education plan, and supporting documentation) to the Office of Admissions & Records for processing. Please note that processing requests may take up to 1-2 working days. It is your responsibility to ensure that the documentation is received in Admissions & Records by the established due date.

All Appeal forms and documentation must be received by the Office of Admissions & Records by the established College deadline. Planning ahead is very important!