



12345 El Monte Road • Los Altos Hills, CA • 94022-4599
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Priority Registration & CCPG Waiver Loss Appeal Form Academic Council

NAME _____ STUDENT ID # _____

QUARTER _____ PHONE # _____ Email _____

Students who have lost their priority registration and/or the CA College Promise Grant (CCPG) eligibility may appeal to have it reinstated based on verifiable evidence of factors outside their control, such as:

- Verifiable cases of accidents, illness, or other circumstances beyond the student's control.
- A student with a disability applying for, but not receiving reasonable accommodation in a timely manner.

Districts may exempt from the 100 unit limit categories of students for enrollment priority, including but not limited to, those enrolled in high unit majors or programs (100 unit limit does not apply to the CA College Promise Grant).

I am requesting a one-time reinstatement of my priority registration and CA College Promise Grant for the following reason (check one):

High unit major or program (Enrollment priority only)

Student must have a comprehensive Education Plan detailing remaining required coursework to complete your goal.

Required Counselor's Statement _____

Counselor Signature: _____ **Date** _____

Disability

Please check one or both of the boxes below and attach a written statement explaining how:

- **Priority registration is a necessary accommodation related to disability limitations a**
- **You applied for but did not receive accommodations in a timely manner.**

Include education goal and courses needed to complete goal in the statement. Approval from Disability Resources Dean required.

Priority registration as accommodation

Loss of "good standing" due to requested accommodations not being received from DRC in timely manner

DRC Dean Statement: _____

DRC Dean Signature _____ Date: _____ Approved Denied

Extenuating Circumstances

Provide evidence of extenuating circumstances, such as verified cases of accident, illnesses, or other circumstances beyond your control. **Please attach separate student statement and documentation.**

Academic and/or progress improvement

Students who lose their priority enrollment or CA College Promise Grant due to academic or progress probation must demonstrate significant academic improvement to appeal the loss. Evidence of such improvement is defined as achieving no less than the minimum quarterly GPA (2.0) and progress standard (more than 50% unit completion) for the quarter.

Student Signature _____ **Date:** _____

► ADMISSIONS AND RECORDS OFFICE USE ONLY:

A&R Administrator Signature: _____ Date: _____

Enrollment priority only: Approved Denied Enrollment priority AND CCPG Waiver: Approved Denied

Comments: _____