



LOSS OF PRIORITY REGISTRATION, CA COLLEGE PROMISE GRANT, and/or DISMISSAL APPEAL

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Print legibly- Submit petition and documentation to Enrollment Services for review by the Academic Standards Committee

Name: _____	Student ID #: _____
Phone #: _____	Term: _____
MSJC Email: _____	@student.msjc.edu

Minimum documentation required for appealing: A written statement from the student, supporting documentation and a copy of the most recent comprehensive educational plan.

Please circle any special programs you are currently involved in: DSPS EOPS CalWorks Veteran/Military

Select which item(s) you wish to appeal and then select applicable reason(s) below:

- Loss of Priority Registration** **Loss of CA College Promise Grant** **Dismissal**

Reasons applicable to Loss of Priority Registration AND/OR CA College Promise Grant:

- Extenuating Circumstances**
Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond your control.
- Applied for Disability Services (DSPS) and did not receive accommodations in a timely manner**
Student must obtain signature from the Director of the program.

DSP&S Director Signature: _____
- Academic and/or progress improvement**
Students who lose priority enrollment and CA College Promise Grant eligibility due to academic or progress probation must demonstrate significant academic improvement. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (no less than 51%) for the semester.

Reasons applicable to Loss of Priority Registration ONLY due to 100 unit limit:

- Enrollment in courses required for a high unit transfer major or program resulting in 100+ units**
*High unit majors generally include preparation for **transfer programs** in Allied Health, Architecture, Computer Information Science, Engineering, Mathematics and Sciences or other high unit majors. **Note:** This does not apply to MSJC's Nursing and Allied Health programs.*
- Exemption from 100 unit limit based on prior non-traditional credit**
This category is applicable to students whose cumulative unit total has gone over the 100 units based on specific non-traditional credit or highly specialized coursework.
- Exemption from 100 unit limit or degree based on last semester prior to graduation/transfer**
*Special consideration for students with a degree or have 100 units **AND** are within their last semester to meet their educational goal.*

Reasons applicable to Loss of CA College Promise Grant ONLY:

- Change of student's economic situation**
- Unable to attain essential support services**
- Special consideration of factors for CalWORKs, EOPS, DSPS, and Veteran Students.**
Student must obtain signature from the Director or Dean of the program.

Director/Dean Signature: _____ Program: _____

Reasons applicable to Dismissal:

- Extenuating Circumstances**
Extenuating circumstances are verified cases of accident, illness, or other personal circumstances.
- Conditions that may be rectified by a change of curriculum**
Student must provide an updated educational plan from a counselor, indicating a change in program of study would significantly impact a student's success rate.
- Military services obligations**
Student must provide military orders.

Student's Signature: _____ **Date:** _____

Loss of Priority Registration Appeal Standards:

Regulations set forth by the Board of Governors of the California Community College system in Title 5, Section 58108 require colleges to adopt registration priorities based on factors such as number of units completed, academic standing, and other considerations. Students who have completed 100 units and/or who have been on academic and/or progress probation for two consecutive semesters will lose registration priority. However, students may appeal to have their priority registration reinstated based on factors such as documented extenuating circumstances, untimely reasonable accommodations for DSP&S students, students in high unit majors, prior credit or academic improvement.

NOTE: An approval only allows for an earlier registration date but does not guarantee course availability.

Loss of California College Promise Grant (Previously Board of Governor's Fee Waiver) Appeal Standards:

(Effective Summer 2018, the Board of Governor's Fee Waiver has been renamed to California College Promise Grant)

The California College Promise Grant is a state funded program available to residents of California and students with AB 540 status attending a community college. Students are eligible for a waiver of the college's enrollment and health fees. In order to qualify students must meet minimum academic standards. All grades will be used to determine California College Promise Grant eligibility.

Any combination of two consecutive terms with a cumulative GPA below 2.0, and/or a cumulative course completion of less than 50% may result in a loss of fee waiver eligibility.

Students will be notified within 30 days of the end of each term if he/she is being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Notification will include the information that a second term of probation will result in a loss of eligibility. After the second consecutive term of probation, students may lose eligibility during the next registration opportunity.

How to regain eligibility for the California College Promise Grant:

If a student loses eligibility, there are a few ways to have it reinstated:

- Improvement to GPA and/or Course Completion measures to meet academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms (Fall/Spring)

The appeals criteria for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond the student's control
- Verified change in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, DSPS and veteran students
- Disability accommodations not received in a timely manner

NOTE: Foster youth and former foster youth (age 24 years and younger) are not subject to loss of eligibility under these regulations.

Dismissal Appeal Standards:

A student on Probation is subject to dismissal if their cumulative GPA and/or percentage of units completed falls below standard for three consecutive semesters. Students on Dismissed status may be required to sit out for one primary semester. A dismissed student may submit an appeal to remain enrolled if their dismissal arises from one of the following circumstances: unusual personal circumstances interfering with academic performance, serious health problems supported by medical documentation, military service obligations, or conditions that are determined may be rectified by a change in curriculum.

Appeal Procedures for Loss of Priority Registration, CA College Promise Grant and/or Dismissal Appeal:

- An appeal may **not** be submitted until the student receives notification of loss of grant eligibility and his/her registration appointment has been assigned
- Complete the appeal form entirely and attach a personal statement, supporting documentation and a current Comprehensive Educational Plan
- Submit the appeal and all attachments to Enrollment Services at any campus location
- The appeal will be reviewed by the Academic Standards committee within two weeks of submittal
- Students will be notified of the appeal outcome via email
- Appeal outcomes are final
- If the appeal is approved and leads to grant reinstatement after the student has paid fees, the student is responsible for submitting a refund request.

If you have questions or need assistance, please contact the Enrollment Services or Financial Aid Office

OFFICE USE ONLY:		Current Registration Date & Time: _____	
Registration Priority:	CA College Promise Grant:	Dismissal:	
Approved Denied Deferred	Approved Denied Deferred	Approved Denied Deferred	
Academic Standards Committee Designee: _____		Date: _____	
Comments: _____			
New Registration Date & Time: _____		Grant Reinstatement/Rebill: _____	
		Dismissal Hold Adjusted: _____	