



## Loss of Enrollment Priority and/or California College Promise Grant Appeal

Foster Youth and Former Foster Youth (up to age 25) are exempt from loss of both priority registration and California College Promise Grant per regulations.

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

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

**The following minimum documents must be included with this form.** Term: \_\_\_\_\_

- A typed narrative of your situation AND**
- An Approved Taft College Comprehensive Student Educational Plan**

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

- Academic/Progress probation extenuating circumstances or 100+ Unit extenuating circumstance: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation: doctor's notes, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ 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 DSP&S)

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

- Academic/Progress probation extenuating circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances, which include documented changes in the student's economic situation. (Examples of documentation: doctor's notes, accident report, loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ 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 DSP&S)
- I was unable to obtain essential support services. (Please provide a written statement)
- I have not enrolled at Taft College for two consecutive semesters (fall/spring) since I became ineligible for the California College Promise Grant.
- In addition, due to my extenuating circumstance(s) and participation in one of the following programs, please grant me special consideration (check all that apply) (Written verification from each program must be attached to your appeal form):  
 CalWorks     EOPS     DSPS     Veterans

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

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

#### OFFICE USE ONLY

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

Committee Recommendation: Approve \_\_\_\_\_ Deny \_\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

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

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

## **Loss of Enrollment Priority and/or California College Promise Grant 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. In order to appeal the loss of registration priority, the student must complete the following:

1. Fill out the Loss of Enrollment Priority and/or California College Promise Grant Appeal form.
2. Write a statement explaining the reasons for your academic/progress performance.
3. Collect documents supporting the reason for your academic/progress performance. If you are requesting an appeal due to extenuating circumstances beyond your control, documentation from a doctor, police report, loss of job letter, etc. must be attached to verify the circumstance.
4. Schedule an appointment to meet with a counselor to create a COMPREHENSIVE STUDENT EDUCATIONAL PLAN (CSEP). When making an appointment, let the scheduler know the appointment is in regards to a Loss of Enrollment Priority and/or California College Promise Grant Appeal. Bring this form, your typed statement and supporting documentation with you to your appointment. **If you are a CalWorks, EOPS, DSPS, or TRIO student, you will get your CSEP from the counselor in those programs. Foster Youth are exempt from this process.**
5. Submit your appeal form along with your documentation and completed CSEP to the Admissions Office who will submit the form to the Admissions and Attendance Committee. Any missing information will result in your appeal not being submitted to the committee.

### **CALIFORNIA COLLEGE PROMISE GRANT (CCPG):**

Please be aware a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the California College Promise Grant. In order to appeal the California College Promise Grant, the student must complete the following:

1. Fill out the Loss of Enrollment Priority and/or California College Promise Grant Appeal form.
2. Write a statement explaining the reason(s) for your academic/progress performance.
3. Collect documents supporting the reason for your academic/progress performance. If you are requesting an appeal due to extenuating circumstances beyond your control, documentation from a doctor, police report, loss of job letter, etc. must be attached to verify the circumstance.
4. Schedule an appointment to meet with a counselor to create a COMPREHENSIVE STUDENT EDUCATIONAL PLAN (CSEP). When making an appointment, let the scheduler know the appointment is in regards to a Loss of Enrollment Priority and/or California College Promise Grant Appeal. Bring this form, your typed statement and supporting documentation with you to your appointment. **If you are a CalWorks, EOPS, DSPS, or TRIO student, you will get your SEP from the counselor in those programs. Foster Youth are exempt from this process.**
5. Submit your appeal form along with your documentation and CSEP to the Admissions Office who will submit the form to the Admissions and Attendance Committee. Any missing information will result in your appeal not being submitted to the committee.

The Admissions and Attendance Committee meets the 3<sup>rd</sup> Thursday of the month (not including summer). All appeals and documentation need to be turned into the Admissions Department no later than the 2<sup>nd</sup> Thursday of the month. Planning ahead is very important!